

Key Terms and Information for F-1 and J-1 Students

SSN: Social Security Number

You can only apply for a SSN after you have received a formal job offer. The application process for a social security number takes two to four weeks after submission, so it is best to submit your application as soon as you have an offer.

USCIS: United States Citizenship and Immigration Services

On-campus Employment

Employment specific to work that takes place on campus or at an off-campus location that is educationally affiliated with the school. Examples include working at a university bookstore or cafeteria. HMC usually limits campus jobs to 10 hours per week.

H1-B

The H-1B visa is a nonimmigrant work visa that allows U.S. employers to hire foreign workers with specialized skills to work in the United States for a specific period of time.

KEY TERMS FOR F-1 STUDENTS

CPT: Curricular Practical Training

OPT: Optional Practical Training

PDSO: Principal Designated School Official

The PDSO is the primary point of contact on any issue that relates to the school's compliance with F-1 program regulations, including I-20s, travel signatures, employment authorization and more.

DSO: Designated School Official

The DSO is an assistive point of contact on any issue that relates to the school's compliance with the F-1 program regulations, including I-20s, travel signatures, employment authorization and more.

KEY TERMS FOR J-1 STUDENTS

ARO: Alternate Responsible Officer

Designated Agency Records Officers (AROs) are responsible for records management programs at U.S. federal agencies nationwide and handle issues that relate to the school's compliance with the J-1 program regulations, including I-20s, travel signatures, employment authorization and more.

F-1 Visa Holders – CPT and OPT

CPT - CURRICULAR PRACTICAL TRAINING

Off-campus employment requires CPT and must be approved by a DSO and academic advisor. Students must complete one full academic year in order to be eligible for CPT and must be in good academic standing. Students on academic probation are ineligible for CPT. Authorization is given by the DSO.

OPT - OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

There is a long process for the I-765/OPT application. It can take up to five months to receive a response and your EAD (Employment Authorization Document). You can apply for OPT 60 days before the end date on your I-20. The latest you can apply for OPT is 60 days after the I-20 end date. Once your I-765 is approved, you are allowed up to 89 days of unemployment. If you accumulate 90 days or more of unemployment, then you are in violation of your F-1 status. You are expected to leave the U.S., transfer to another school or change your visa status before the 90th day. (Find OPT information and timeline at bit.ly/HMCOPT23.)

STEM Extension is a 24-month period of temporary training that directly relates to an F-1 student's program of study in an approved STEM field. This grants an additional 90 days of unemployment. STEM Extension is similar to the OPT application and must be filed before OPT ends.

An employer may be willing to sponsor an H1-B but, since it is a lottery system, it is best to simultaneously apply for OPT.

J-1 Visa Holders – AT

AT - ACADEMIC TRAINING

All academic training is counted full-time, even if the employment is part-time. You must have a job offer in the field of your study and obtain a written recommendation for academic training from your academic advisor in order to apply for academic training. The time you are authorized for academic training before your program completion will be subtracted from the total time of academic training for which you are eligible. Time allotted may not exceed "the period of full course of study" or 18 months, whichever is shorter. Completing more than one degree program does not increase your academic training period.