



## Employment Overview for F-1 Students

Prepared by: International Student Programs  
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Employment is a benefit granted to eligible F-1 international students. The U.S. Department of Homeland Security permits F-1 international students to engage in employment based upon pre-authorization by either the school's international student office or the USCIS. Below is a brief outline of the different types of employment opportunities available to F-1 students. Students interested in employment should attend one of the employment workshops offered by the International Student Programs (ISP) and speak to the International Student Advisor about the requirements, as well as prepare for job search with the Career Center, at least one quarter in advance.

### I. On-Campus Employment

Student is eligible immediately upon obtaining F-1 status and can be used throughout period when student is pursuing a full course of study. *All on-campus employments must be authorized by ISP.*

### II. Employment Based on Economic Hardship

Student must have been in F-1 status for one full academic year. Must prove to US Citizenship and Immigration Services (USCIS) that employment is needed due to **SEVERE** economic hardship caused by circumstances beyond student's control. Must apply to USCIS for approval and show proof of hardship.

### III. Curricular Practical Training

An F-1 student must have been "*lawfully enrolled on a full-time basis in a Service-approved college, university, conservatory, or seminary for one full academic year*" to be eligible for CPT. Employment must be an integral part of the curriculum (Co-op, externship course, etc) and related to the student's field of study. Authorized by ISP on a quarterly basis. Must maintain full course of study during employment.

### IV. Optional Practical Training

An F-1 student must have been "*lawfully enrolled on a full-time basis in a Service-approved college, university, conservatory, or seminary for one full academic year*" to be eligible for OPT. Employment must be directly related to the student's field of study. Must apply to USCIS for approval. Four types of OPT:

1. Optional Practical Training While School is in Session – maximum 20 hours per week.
2. Vacation Optional Practical Training – during the school breaks.
3. Thesis Optional Practical Training – after completion of all course requirements for the degree, except for the thesis or equivalent.
4. *Post-Completion Optional Practical Training – after completion of degree program.*

### V. Employment with an International Organization

Student is eligible immediately upon obtaining F-1 status and while pursuing a full course of study. Employment must be with an international organization recognized by the International Organization Immunities Act (e.g., United Nations, World Bank, etc.)



**EMPLOYMENT CATEGORIES FOR F-1 STUDENTS IN THE U.S.**

TYPES OF EMPLOYMENT	ELIGIBILITY CRITERIA		HOURS PER WEEK	LENGTH OF PERMIT	ADVANTAGES	DISADVANTAGES	FORMS NEEDED FROM ISP	OTHER DOCUMENTS Needed	PROCEDURES	
	Length of time Before Applying	College Registration After Applying								Others
<b>ON-CAMPUS</b>	Must have begun studies.	College registration required unless special permission is granted.	Must be maintaining F-1 status	20 during academic year; 40 during vacation period.	No limit.	Able to look for work immediately.	Campus jobs may be hard to find.	Not needed	Valid I-20	Employment packet <b>MUST</b> be approved by ISP Office.
<b>ECONOMIC HARDSHIP</b>	One full academic year @ De Anza College	Must be registered and maintain full-time status during the academic year.	1. On-Campus job (see above), or Practical Training work (see below) cannot be found. 2. Financial need must be unforeseen and "severe".	20 during academic year; 40 during vacation period.	Up to 12 months (renewable).	Able to engage in any kind of work off-campus.	Hard to convince USCIS, California Service Center (CSC) that need is unforeseen.	1. I-765.	1. I-20 (w/ ISP approval); 2. Letter from student, family and school explaining the unforeseen need; 3. 2 color passport photos; 4. Check of <b>\$340</b> payable to <b>Department of Homeland Security</b> .	1. ISP endorses I-20, I-765; 2. Student sends to CSC: <b>Copy</b> I-20, I-94; F-1 visa page; passport bio page. <b>Original</b> I-765, letter(s), 2 color passport photos, check of <b>\$340</b> payable to <b>Department of Homeland Security</b> .
<b>SPECIAL STUDENT RELIEF</b>	Must have been in full-time F-1 status on June 10, 1998.	UG – 9 qtr. units	Primary source of funds must be from Indonesia, Korea, Malaysia, Philippines, or Thailand.	Full-time	Up to 12 months.	-Can work full-time during academic year. -Can register as a part-time student.	Source of funding must come from one of 5 eligible countries.	(see above)	Same as above plus copy of visa stamp, passport bio. page and \$7.00 notary fee.	(see above)
<b>CURRICULAR PRACTICAL TRAINING</b>	(see below)	Full-time (12 units) Registration is required either working full-time or part-time.	1. Work must be related to field of study; AND :	(see below)	Up to 12 months; or longer if required for degree.	1. Part-time CPT has no limit; 2. CPT can be full-time during academic year; *3. Time not deducted from Optional PT.	1. Difficult to meet eligibility criteria; *2. Forfeits OPT if CPT is done full-time for 12 months or more.		1. I-20; AND:	ISP endorses I-20.
1. Required for degree	None	(see above)	2. Be required for degree.	Can be full-time.	(see above)	(see above)	(see above)	(see above)	2. Job offer letter from employer.	(see above)
2. Course Credit	One full academic year	(see above)	2. Confers course credit.	Can be full-time	(see above)	(see above)	(see above)	(see above)	2. Letter from course instructor & employer.	(see above)
3. Co-op Education	One full academic year	(see above)	2. <b>MUST</b> be a Paid Co-op Education job.	Can be full-time.	(see above)	(see above)	(see above)	(see above)	2. Mini contract from Co-op Office & employer.	(see above)
<b>OPTIONAL PRACTICAL TRAINING</b>	One full academic year	(see below)	Work must be related to field of study.	(see below)	(see below)	(see below)	(see below)	1. I-765;	1. SEVIS I-20; 2. Letter from academic advisor; 3. 2 color passport photos; 4. Check of <b>\$340</b> payable to <b>Department of Homeland Security</b> ; 5. I-94 Card.	1. ISP endorses I-20, I-765; 2. Student sends to CSC: <b>Copy</b> I-20, I-94; <b>Original</b> I-765, letter, 2 color passport photos, check of <b>\$340</b> payable to <b>Department of Homeland Security</b> .
1. Thesis	(see above)	Registration not required if working full-time	(see above)	Can be full-time.	Up to 12 months.	Can start work while finishing thesis.	Time will be deducted from the 12 months allocated for OPT.	(see above)	(see above)	(see above)
2. Vacation	(see above)	Registration not required if working full-time; must register next term.	(see above)	Can be full-time.	Not to exceed vacation period	Can work in Summer or Winter without using Curricular PT.	Time will be deducted from the 12 months allocated for OPT.	(see above)	(see above)	(see above)
3. School in Session	(see above)	Registration required	(see above)	Up to 20 hours/week	Not to exceed academic year	Can work in one's field without proving financial need.	Time will be deducted at 50% rate from the 12 months allocated for OPT.	(see above)	(see above)	(see above)
4. Post-completion	(see above)	Not applicable	(see above)	Can be full-time.	Up to 12 months, minus any Optional PT time used.	Can start job immediately upon completion of studies; approved with or without employment.	Strict limit of 12 months aggregate on all forms of OPT.	(see above)	(see above)	(see above)