

## Dartmouth College: Employment Options for F-1 Students

<b><u>Category of Employment:</u></b>	<b><u>On Campus</u></b>	<b><u>Curricular Practical Training (CPT)</u></b>	<b><u>Optional Practical Training (OPT)</u></b>	<b><u>Unforeseen Economic Hardship</u></b>
<b><u>Description:</u></b>	Dartmouth work-study program, or work on campus for college subcontractor. CIS does not need notification.	Paid internships <b><u>required</u></b> by curriculum; Full or part-time; CIS must be notified	Practical work experience related to field of study; eligible for up to 12 months of employment. CIS application required. Additionally, in limited cases it is possible to extend the post-completion F-1 status and work authorization. Please see your OVIS Advisor for details.	For students with <i>unforeseen</i> financial difficulties; limited to 20 hrs/week while in class CIS rarely approves this.
<b><u>Eligibility and Application Criteria for Students:</u></b>	In F-1 status; 20 hours/week or less, including any employment for grad stipend or TA.	Full-time student in F-1 status for at least the previous 9 months; job offer required; employment must be an integral component of program or course.	Full-time student in F-1 status for at least the previous 9 months; no job required; may be full-time post graduation, full or part-time during vacations, part-time while enrolled full time.	Full time student in F-1 status for one academic year; can prove <i>unforeseen</i> financial hardship; no job offer required; employment on campus insufficient.
<b><u>Student Procedures:</u></b>	Apply for on campus job. Get department to issue social security verification letter. Have DSO sign letter; apply for Soc. Sec. card at local Soc. Sec. Admin office (Littleton, NH)	Apply for and receive internship offer prior to CIS notification by OVIS.	Fill out OVIS OPT app. form, and form I-765. Take forms and document copies to OVIS. Send to CIS w/ document copies, SEVIS I-20 copies, and filing fee.	Fill out form I 765, take to OVIS. Mail to CIS w/ passport, I-20 copies and fee.
<b><u>School Procedures:</u></b>		Verify student's status; Review course requirements and proposed employment; upon receipt of verification by Professor or Advisor, issue SEVIS I-20 with CPT endorsement	Verify student's OPT eligibility. Review documents. Issue SEVIS I-20 and give to student to include in OPT application to CIS	Verify student's SSN. Review documents; issue new SEVIS I-20 to apply for permission
<b><u>Other Points:</u></b>	Employment on campus may be full-time during vacation periods	No limit on time allowed; only if CPT is for 12 months or more, student loses eligibility for OPT	You may apply for OPT no earlier than 90 days prior to completion of studies, or the beginning of your intended employment. <b><u>Additionally, new regulations state that you may apply for the first 12 months of post-completion of studies OPT up to 60 days after the ending date listed on section five of the I-20 form, or after the date</u></b>	The student must include a written statement and supporting evidence of <i>unforeseen</i> economic hardship.

			<p><b><u>on which you complete your program of study, whichever is earlier</u></b> (this is defined as that date after which you have no further obligations to the institution, in order to receive the degree). You must apply for the 17 month extension of OPT, however, <b>*before*</b> the end date of the first period of OPT. Any OPT authorized during degree program is subtracted from the 12 month total allowed</p>	
<p><b><u>Notes:</u></b></p>	<p>OVIS=Office of Visa and Immigration Services; CIS=Citizenship &amp; Immigration Svcs</p>	<p>*DSO=DHS designated signing officer</p>	<p>Student will receive work card from CIS</p>	<p>Student will receive work card from CIS</p>