



Policy Title: International Student Employment

Policy Number: ISO.102

Policy Owner: Director of International Student Office

Responsible Office: International Student Office

Revision Date: 11/16/2017

1. Purpose and Scope

The reason for this policy is threefold:

- To achieve compliance with Department of Homeland Security regulations
- To achieve compliance with the Department of Labor regulations
- To encourage students to set aside adequate time to pursue academic advancement

2. Policy

Federal law regulates the employment of international students (Title 8 & 22). The International Student Office is responsible for compliance with federal law. Therefore, hiring departments should route all appointments offered to international student workers through the Office of International Students prior to the student starting work. ISO will validate eligibility to work.

3. Definitions

International Student Worker: A North American University student (undergraduate or graduate) who is an F-1 or J-1 student visa holder who is employed by the University in a student position.

Student and Exchange Visitor Information System: SEVIS the Department of Homeland Security's web-accessible database is used by the Department of State and the Student and Exchange Visitor Program (National Security Investigations Division) to track and monitor schools; exchange visitor programs; and F, M and J nonimmigrants while they visit the United States and participate in the U. S. education system.

United States Citizenship and Immigration Services: USCIS is a component of the United States Department of Homeland Security (DHS). It performs many administrative functions formerly carried out by the former United States Immigration and Naturalization Services (INS), which was part of the Department of Justice.

Employment Authorization Document: EAD, Form I-765, or EAD card, known popularly as a "work permit", is a document issued by the United States Citizenship and Immigration Services (USCIS) that provides temporary employment authorization to noncitizens in the United States.

Form I-9; is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

4. Procedures

Each type of eligible employment requires that the student be currently maintaining his visa status. Also, all employment must be approved before the student begins working.

On campus employment: the student must receive a written offer from the on-campus hiring manager first. Hours are limited to 20 hours per week while school is in session and 40 hours per week during breaks and summer vacation. Student must also obtain an authorization letter from the ISO. These must be taken to the social security office along with other required documents for the student to obtain a social security card.

Prior to starting work at North American University, international student workers are required to complete the IRS Form I-9 in coordination with the Human Resource department. In accordance with the Immigration Reform and Control Act of 1986, all individuals seeking employment in the United States must verify their identity and employment authorization through the Form I-9 before starting work.

Off campus employment: the student must have been in F-1 status for at least one full academic year. The student must apply for an Employment Authorization Document (Form I-766) also known as EAD card from United States Citizenship and Immigration Services (USCIS) by filing form I-765 along with the application fee (or waiver) and updated I-20 from the ISO. It must be proved that employment is necessary due to severe economic hardship caused by circumstances beyond the student's control that arose after obtaining F-1 status. EAD card must be received before employment begins.

Hours are limited to 20 hours per week while school is in session and 40 hours per week during breaks and summer vacation. Student are allowed to work anywhere. This is granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter. Authorization ends if a student transfers schools.

J1 Student Employment: J1 students may engage in two kinds of employment: (1) academic training related to the course of study, and (2) other employment related to academic funding, on-campus work, or economic necessity.

Hours are limited to 20 hours per week while school is in session and 40 hours per week during breaks and summer vacation. J student employment is authorized by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) in periods of up to 12 months at a time.

Curricular Practical Training (CPT): Student must have been enrolled for one full academic year before starting (exception exists for graduate students whose programs require immediate CPT). Available only while student is in F-1 status, before completion of the educational objective. Students engage in CPT only for the specific employer, location and period approved and recorded by the Designated School Officials (DSO) in Student and Exchange Visitor Information System (SEVIS) and on their I20. Student must enroll in internship course. Student must receive approval from advisor before visiting ISO.

CPT is granted by the DSO in increments of no more than one year, or until expected date of employment completion, whichever is shorter. No cumulative maximum. Can be approved for part-time (20 hours or less) or full-time (over 20 hours). Must be an integral part of an established curriculum, in the student's course of study. Student must provide letter of employment describing work that qualifies as CPT. Use of full-time CPT for one year or more eliminates eligibility for OPT. Use of part-time CPT does not affect eligibility for OPT. Student must continue to maintain a full course of study in F-1 status during the period of employment.

Optical Practical Training (OPT): OPT is temporary work authorization. Most students use OPT to authorize work after completing an academic degree. There are three types of OPT:

- Post Completions OPT: Authorized for 12 months after graduation (most common)
- STEM Extension OPT: 24 months OPT extension for students in STEM programs
- Pre-Completion OPT: Authorized before graduation, only if CPT is not an option

Student must have been lawfully enrolled on a full-time basis for one full academic year before being eligible for OPT. Available both before and after completion of the educational objective, but different rules apply to pre- and post- completion OPT. OPT must be "directly related to the student's major area of study." Students may engage in OPT for any employer for the duration of OPT authorization, as long as the employment qualifies under OPT standards.

Standard Post Completion OPT is available for a cumulative maximum of 12 months per educational level. A one-time extension of 24 months (for a total of 36 months) is available to certain science, technology, engineering and mathematics (STEM) degree recipients.

An F-1 student may be authorized to participate in post-completion OPT upon completion of studies. Employment must be directly related to the student's major area of study. Students must work a minimum of 20 hours per week. Application for post-completion OPT must be received by USCIS no earlier than 90 days prior to the program completion date on the form I-20 and prior to the end of the 60-day grace period following the completion of the student's academic program. No offer of employment is required to apply for standard OPT, but the student is expected to work during the OPT EAD validity period. Students on post-completion OPT are limited to a maximum of 90 days of unemployment.

To be eligible for the 24-month extension, a student must have received a degree included in the STEM (Science, Technology, Engineering & Mathematics) Designated Degree Program. To be eligible, a student must have a job offer from an employer that is enrolled in the federal E-Verify System. Any employment done under this extension must be for employers that use this system. The STEM application must be received by the USCIS prior to the end of the student's first year of OPT.

An F-1 student may be authorized to participate in pre-completion OPT after he or she has been enrolled for one full academic year with program requirements or coursework remaining for degree completion. Employment must be directly related to the student's major area of study. Employment may be authorized only for part-time employment (20 hours or less per week) during regular fall and spring semesters. Students who have completed all program requirements except for thesis or dissertation may be authorized for full-time OPT during any semester as long as the student continues to make normal academic progress. Employment may be authorized full-time or part-time during summer vacation.

Prior use of full-time Curricular Practical Training for one year or more eliminates eligibility for OPT. DSO receives a list of potential graduates each semester approximately 90 days after the start date of classes. DSO informs all graduating international students of the OPT benefit shortly after receiving the names from the Registrar. For those who wish to exercise this benefit, DSO then recommends OPT in SEVIS. Student files I-765 application for EAD card with USCIS Lockbox Facility. DSO helps guide graduating seniors through this process. Work can begin only after receiving EAD card issued by USCIS, and on or after the start date on the EAD.

5. Who Should Read This Policy

- Students
- Vice President of Administrative Affairs
- Admissions Office
- Provost, Department Chairs and Academic Advisors
- ISO
- Directors of NAU employing International Students

6. Related Documents and References

- Student Employment Application <http://www.na.edu/faculty-staff/human-resources/student-workers/>
- Form I-9: Employment Eligibility Verification
- Form 6200-16: Student Worker Employment Letter
- Form I-765: Application for Employment Authorization



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*)

Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial	Other Last Names Used (<i>if any</i>)										
Address (<i>Street Number and Name</i>)			Apt. Number	City or Town		State ZIP Code									
Date of Birth (<i>mm/dd/yyyy</i>)	U.S. Social Security Number <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> </table>												Employee's E-mail Address		Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (<i>See instructions</i>)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (<i>See instructions</i>) <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (<i>mm/dd/yyyy</i>)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)	
Address (<i>Street Number and Name</i>)		City or Town	State ZIP Code





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title	<div style="border: 1px solid black; padding: 5px; min-height: 200px;"> Additional Information </div>	
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		

QR Code - Sections 2 & 3
 Do Not Write In This
 Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment _____ (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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Form I-9 07/17/17 N

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
OR			
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
	8. Native American tribal document		
	9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card		
	11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 07/17/17 N



Student Worker Employment Letter

Statement from Employer

Date:

Name of the F-1 student employee: _____

Description of the employment:

Actual employment start date: _____

Number of hours student is expected to work: 20 hours per week

Employer identity number (EIN): 20-8825983

Employer contact information:

North American University
11929 West Airport Blvd.
Stafford, TX 77477

Supervisor:

Verification of employment status: Student has been hired. He/She will start working on _____.

Note: Form must be given to the Human Resources Office within 2 business days of the start date for E-Verify verification.

Please feel free to contact me directly with any questions regarding this Full-time F1 student who is working on campus 20 hours per week.

Thank you,