

EMPLOYING F-1 STUDENTS

Employing an international student to work in your department is a very rewarding experience. International students bring a vast array of talents and cultural differences that will only benefit your department and add to the rich diversity of Pacific Union College.

Because of government regulations, international students do have certain work limitations. Here is a brief summary:

- International students can only work on-campus (i.e. ONLY at Pacific Union College if they are our students).
- International students can only work up to 20 hours a week while classes are in session and up to 40 hours a week during official college breaks.
- International students are allowed to do paid internships outside of the college if the correct paperwork has been processed BEFORE the internship begins. This is called Curricular Practical Training (CPT). NOTE: there are restrictions and not all international students qualify for CPT.

Students enrolled in a credit-bearing internship course that is an integral component of the program of study may be eligible for Curricular Practical Training (CPT), an employment authorization allowing F-1 students to receive training/employment related to their field of study. Application instructions are listed on the [Off-Campus Employment](#) section of our website. The corresponding internship course must have the following characteristics:

- ✓ The internship course must be listed in the course catalogue.
- ✓ The internship course must be open to all students in the program of study.
- ✓ The internship course dates must fall within the semester during the academic year.
- ✓ The summer internship course may begin no earlier than the start of the SCS summer pre-session and end no later than one day prior to the start of the fall semester.
- ✓ The internship course must carry credit.
- ✓ The internship course must have clearly defined goals and requirements.
- ✓ The internship course may not be listed as a tutorial.
- ✓ The internship course must have a faculty supervisor.
- ✓ Students may begin work after receiving CPT approval, listed on page 3 of the Form I-20.
- ✓ Students may not drop the internship course and continue working at the internship.

- ✓ True volunteerism (charity work, unpaid internship, etc.) does not require CPT or any employment authorization. If the organization at which you would like to volunteer requests work authorization, please see your IS Advisor.
 - ✓ CPT approval must appear on the student's Form I-20 BEFORE employment begins and cannot be granted until the student is enrolled in the internship course.
 - ✓ Questions about establishing an internship course or authorizing CPT employment for F-1 international students should be directed to the OISS Advisor.
- International students who have applied for and have been granted Post-completion Optional Practical Training (OPT) are allowed to work full-time in a field related to their major for 12 months after they complete their studies.

If you would like to hire an international student, please contact either the Office of International Student Services (OISS) or Payroll Office.

If you are experiencing difficulties with cultural issues with your international student worker and would like help addressing these issues, contact the OISS at x 7362.