

## **Hiring International Students is Easy!**

### **Why international students?**

- International exposure, multilingual skills, global and intercultural fluency, cross-cultural market awareness, and potential relocation to home country provides a reliable international liaison.

### **Do international students need work authorization before we can make an offer?**

- No. They do not need work authorization to receive an offer. They just need it before they begin working. Their university immigration advisor will walk them through this process.

### **Is the hiring process more time intensive with international students?**

- Employers do not need to complete any additional paperwork before making a job offer. The process is similar to hiring US students.
- International students apply for work authorization with the help of their university immigration advisor. The authorization doesn't require extra steps from the employer.

### **How can international students work without a Green Card (permanent residency)?**

- The F-1 student visa has work benefits that allow for off-campus work.
- International students are allowed to work in jobs or internships related to their field of study.

### **Do employers have to certify that international students haven't taken a job that a US citizen could've filled?**

- No. This is only needed during employer-sponsored Green Card applications.

### **What are the work authorizations for international students?**

- International students have a number of "Practical Training" options available to them. Their university immigration advisor will walk them through the CPT and OPT authorization processes.
  - While in school: Curricular Practical Training (CPT)
  - After graduation: Optional Practical Training (OPT)
  - After OPT: potential H1-B work visa through employer

### **How do international students get a social security number?**

- International students with a CPT authorization can apply for a social security number. This usually takes 10-15 days to process.
- International students receive a social security number with their OPT approval if they do not already have one.

### **What are the employment steps if an international student will use CPT?**

- Treat the hiring process the same as it is for US students.
- If you would like to make a job offer, the student will need an offer letter for CPT authorization that includes title and duties, full or part-time, start and end dates, and address of employment.
- CPT employment authorizations can be ready within five business days. This is processed by their university immigration advisor. The student will receive an updated I-20 immigration document showing their work authorization that can be submitted to your company's HR department. Then the student can start their position with you!

### **What are the employment steps if an international student will use OPT?**

- Treat the hiring process the same as it is for US students and make the job offer.
- Talk to the student about acquiring OPT authorization in time for the target start date. Students do not need a job offer to apply for OPT. Their university immigration advisor will help them with their OPT application.
- They may start working once they've applied for OPT and received their Employment Authorization Document (EAD). The EAD can be submitted to your company's HR department as proof of work authorization. The student can start their position with you on or after the start date of the EAD.

(FAQ adapted from Case Western Reserve University.)