

## GUIDE TO HIRING INTERNATIONAL STUDENTS

Wright State University currently enrolls over 1600 F-1 and J-1 students visa holders from over 60 different countries around the world. International students can offer employers a wide range of skills and expertise. We urge you to consider hiring an international student for the cultural diversity and practical benefits they can bring to your organization.

### Can international students work in the United States???

Yes! International students generally hold either an F-1 (student) or J-1 (exchange visitor) visa while studying in the United States. The United States Citizenship and Immigration Services (USCIS) permits students in both categories to be employed under certain conditions.



### What is practical/academic training?

Most F-1 students studying at the college and university level can seek authorization for practical training to engage in temporary employment to gain practical experience directly related to their field of study. There are two types of practical training:

- Curricular practical training (CPT)
- Optional practical training (OPT), which consists of 2 kinds:
  - Standard post-completion OPT
  - STEM extension OPT

F-1 Students who utilize 1 year or more of full-time CPT are not eligible for OPT.

## Curricular Practical Training (CPT)

An F-1 student may be authorized by the DSO to participate in curricular practical training which is defined to be alternative work/study, internship, cooperative education, or any other type of internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

## As a CPT employer what must I do?

A CPT employer must provide an offer letter to Career Services and complete a Co-Op Agreement between his/her company and Wright State University Career Services. The employer will need to agree to the following criteria:

- Contact their Career Services liaison if the student demonstrates poor work habits, poor attendance, or is terminated from their position during the semester.
- Provide the student with an orientation to familiarize him/her with the organization's policies and procedures.
- Provide relevant job-specific training as necessary and appropriate.
- Designate a supervisor to act as the primary point of contact for the student.
- Provide a positive supervisory experience for the student that encourages his or her academic, professional and personal growth.
- Complete a performance appraisal, provided by Career Services, on the student's performance at the end of each academic term.



## Optional Practical Training (OPT)

OPT is training that is directly related to an F1 student's major area of study. It is intended to provide a student with practical experience in his/her field of study upon completion of a degree program. OPT must be authorized by USCIS based on a recommendation from the designated school official (DSO).

An F1 student who has attended an SEVP-certified college, university, conservatory, or seminary on a full-time basis for at least one academic year may be authorized up to 12 months of OPT per education level. If a student holds a STEM degree they may be authorized for an additional 17 months of OPT upon recommendation from the DSO. The average processing time for an OPT application is 90 days. An applicant for post-completion OPT can file a Form I-765 up to 90 days prior to his/her program end-date and no later than 60 days after his/her program end-date. For standard post-completion OPT, the requested start date may not be more than 61 days after the student's program end-date, and all standard post-completion OPT must be completed within the 14-month period following the completion of study.

A student cannot begin OPT employment until the start date indicated on the EAD Card issued by USCIS.

## Academic training for J-1 students

Academic training is training related to a student's field of study. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded. A college or university student can participate in 18 months of academic training for undergraduate students and a maximum of 36 months for post doctoral training.



## Should taxes be withheld from the student's pay?

Unless exempted by a tax treaty, F-1 and J-1 students earning income under practical training are subject to applicable, federal, state, and local income taxes. Information on tax treaties may be found in Internal Revenue Services Publication 519, U.S. Tax Guide for Aliens, and 901, U.S. Tax Treaties. Generally, F-1 and J-1 students are exempted from social security and Medicare tax requirements. However, if F-1 and J-1 students are considered "resident aliens" for income tax purpose, social security and Medicare taxes should be withheld. Chapter 1 of Internal Revenue Services Publication 519, U.S. Tax Guide for Aliens explains how to determine the residency status of international students. More information on social security and Medicare taxes can be found in Chapter 8 of Internal Revenue Services Publication 519, U.S. Tax Guide for Aliens and in Section 940 of Social Security Administration Publication No. 65-008, Social Security Handbook.

## Where can I find additional information?

International Student Employment

<http://www.wright.edu/ucie/student/employment.html>

CPT

<http://www.wright.edu/ucie/student/cpt.html>

OPT

<http://www.wright.edu/ucie/student/opt.html>

H1B

<http://www.uscis.gov/working-united-states/temporary-workers/temporary-nonimmigrant-workers>

Green Card (Permanent Residency)

<http://www.uscis.gov/greencard>

Tax Information

<http://www.irs.gov/publications/p519/index.html>

## What if the company would like to hire the student for a longer period of time?

International students who desire to continue working after OPT will need to change their visa status. An immigration attorney will need to be consulted.



university center for  
**INTERNATIONAL  
EDUCATION**  
AT WRIGHT STATE UNIVERSITY



**WRIGHT STATE  
UNIVERSITY**

937.775.5745

190 Student Union

wright.edu/ucie