

## **EMPLOYMENT**

### **On-Campus Employment**

On-campus employment must not exceed 20 hours a week while school is in session. You may work full-time when school is not in session, or during your annual vacation. You may work on campus provided:

- You are maintaining F-1 status.
- You are in good academic standing.
- You must have completed one full semester at CTC.

#### **What you, the student, must do:**

- Complete the Application for Employment for a part time position.
- Return application to the International Student Services Office at Central Texas College.
- Upon review and approval from the ISS Office, return application to Human Resources and apply for part time position.
- If you are selected for an employment position, Employment Services will forward a “Letter of Employment” to the International Student Services Office.
- The International Student Services Office will then give you a Social Security Card Application.
- The “Letter of Employment”, “Employment Verification Letter”, and Social Security Card Application will then be mailed by the ISS office to the Social Security Administration.
- Once you receive your social security number, take the card to Employment Services, HR so that you can confirm your start date and be added to the payroll, to begin working in your new position.

### **Severe Economic Hardship Employment 8 C.F.R.§ 214.2 (9)(ii)**

If other employment opportunities are not available or are otherwise insufficient, you may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond your control. These circumstances may include loss of financial aid or on-campus employment due to no fault of your own, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living cost, unexpected changes in the financial condition of your source of support, medical bills, or other substantial and unexpected expenses. You may apply for severe economic hardship employment authorization, provided:

- You have maintained F-1 status for one full academic year.
- You are in good academic standing, and carrying a full course of study.
- You have demonstrated that acceptance of employment will not interfere with your studies.
- You have demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond your control.

**What you, the student, must do:**

- Complete Form I-765 using code(c)(3)(iii) on item 16.
- Obtain a money order to USCIS for \$340.00 (\$80.00 biometric services fee may be required if you have not already been fingerprinted for another immigration benefit).
- Obtain two ADIT style photos.
- Write a statement to USCIS describing unforeseen economic hardship. Support documentation with your statement is required.
- Return above materials to the International Students Services Office at Central Texas College.

**Curricular Practical Training (CPT) 8 C.F.R. § 214.2 (f)(10)(i)**

Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required 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. You may apply for curricular practical training employment authorization, provided:

- You have maintained F-1 status for one full academic year.
- You are in good academic standing, and carrying a full course of study.
- You are not in English-as-a-Second-Language classes.
- Internship must be directly related to your course of study.
- You will receive credit for internship.

**What you, the student, must do:**

- Obtain a copy of internship course syllabus and/or letter of support from academic department.
- Obtain an offer letter from the prospective employer describing the internship details.
- Return above materials to the International Students Services Office at Central Texas College.
- Refrain from training until new Form I-20 with DSO's CPT authorization is issued.**

**Optional Practical Training (OPT) 8 C.F.R. § 214.2 (f)(10)(ii)**

Optional Curricular practical training is available to students after each degree level that you complete. Students who have received one year or more of full time curricular practical training are ineligible for optional practical training. If you transfer to another school or begin study on another education level your OPT will be automatically terminated. You may apply for optional practical training employment authorization, provided:

- You have maintained F-1 status for one full academic year.
- You are in good academic standing.
- You are not in English-as-a-Second-Language classes.
- You apply for OPT 90 days prior to graduation.

**What you, the student, must do:**

- Complete Form I-765 using code(c)(3)(i) on item 16.
- Obtain a money order to USCIS for \$340.00 (\$80.00 biometric services fee may be required if you have not already been fingerprinted for another immigration benefit).
- Obtain two ADIT style photos.
- Return above materials to the International Students Services Office at Central Texas College.