

INTERNATIONAL UNDERGRADUATE STUDENTS (F-1 visa holders) WORKING IN THE U.S.

DURING UNDERGRADUATE YEARS

On Campus Jobs

1. Up to 20 hours per week during the fall and spring Semester
2. Up to 40 hours per week during the authorized school breaks (summer, Thanksgiving, winter, spring)

No special authorization needed.

Documents for HR to process I-9 form:
job offer, passport, I-20, I-94.

Employers educationally affiliated with SU

Off Campus Jobs

Employers not affiliated with SU

Apply for CPT through the Center for International Services.

A student must be in valid F-1-status and have been a full-time student for one academic year before participating CPT

Documents needed to apply for CPT:

- recommendation letter from an academic adviser http://international.syr.edu/documents/cptletter_su.pdf
- job offer letter (related to major)
- other documents required by the Center of International Student Services

Apply for Pre-completion OPT through the Center for International Services.

A student must be in valid F-1-status and have been a full-time student for one academic year before participating in Pre-Completion OPT

Student needs to submit application to the Center for International Services 90 days prior to the employment start date.

90 days prior to graduation or up to 60 days after graduation

Post Completion OPT

Apply for OPT through the Center for International Services.

A student must be in valid F-1-status and be finishing their undergraduate studies at Syracuse.

Documents needed to apply for any pre- or post-completion OPT:

- recommendation letter from an academic adviser http://international.syr.edu/documents/forms/optletter_su.pdf
- I-795 form
- job offer letter is optional (related to major)
- \$410 fee
- other documents required by the Center of International

- Full time or part time employment required (no less than 20 hours per week)
- Can be non-paid (volunteer)
- Maximum unemployment period is 90 days from the OPT start date.

- Maximum of 1 year of OPT for non-STEM fields
- Maximum of 3 years of OPT for STEM fields <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>