



Employment Information for International Students

1) On-Campus Employment:

- Any Framingham State University student can apply for jobs on campus.
- On-campus jobs are listed on the school's jobs website, Handshake. Please visit the office of Career Services & Employer Relations located in McCarthy, Room 412.
 - If you find a job on campus, you will then need to obtain a letter from the campus employer and one from Jane Decatur in order for you to apply for a social security number.
- F1 students may work on-campus part-time (up to 20 hours a week) during the academic year and full-time (40 hours a week) during the summer and University breaks without USCIS formal authorization.
- Students are **NOT** allowed to work off-campus during their first year in F-1 status.

2) Off-Campus Employment:

- ❖ F1 Students: Stop by the Office of International Education to pick up brochures on the two types of employment that an international student may undertake; one is Optional Practical Training (OPT) and the other is Curricular Practical Training (CPT).

a) Optional Practical Training (OPT):

- **F1 Students** - If you have been enrolled as a full-time student for at least one full academic year, you are eligible for Optional Practical Training.
- An OPT job must be related to your academic major and be intended to cultivate practical experience.
- You have a total of 12 months of OPT as part of your degree program.
- You may use OPT on a part-time basis for employment while school is in session.
- You may use full time OPT during the summers or all of it after graduation; just keep in mind that the total of all OPT cannot exceed 12 months.
- The only exception to this is the recent addition of certain science, technology, engineering, and mathematics degrees.
 - Students may qualify for an OPT extension, if you have a degree specifically approved by the Department of Homeland Security.
 - You should discuss this with the Director of International Education if you are planning a major in one of these fields.
- You are **NOT** allowed to use OPT if you use one year of full time Curricular Practical Training.
- You will apply to USCIS for approval to utilize OPT and the approval process takes 3 months, so plan ahead. You must meet with the Director of International Education in order to complete your application.

b) Curricular Practical Training (CPT):

- **F1 Students** – may work before graduation in an internship related to their field of study, but you must receive academic credit in your major for this to be approved. If your major does not offer an internship for credit, you may NOT utilize CPT.
- You must register for an internship class, in your major department, and provide a letter from the faculty member supervising your internship, along with a letter from your employer.

- You must have been a full-time student for at least one full academic year to qualify for CPT.
- The benefit of CPT is that it does not reduce the amount of OPT available, unless you use 12 or more months of full time CPT.

3) Off-Campus Employment Due to Severe Economic Hardship- F1 Students:

- F-1 students who encounter unforeseen, severe economic hardship after completing one academic year (also defined as nine consecutive months) may apply to the USCIS for permission to work off-campus
- To apply, you must document an unanticipated change in your financial support showing that your expenses have increased significantly or that your income has decreased significantly
- You must also show DHS that you have exhausted other employment opportunities. It is extremely difficult to obtain hardship approval from USCIS.

4) Income Taxes:

- All people employed in the United States must pay state and federal income taxes.
- These taxes are deducted from employees' paychecks and go to fund various local, state, and federal programs.
- The tax deducted from your paycheck each pay period is called Income Tax Withholding.
- Income tax forms are due on or before **April 15th**.
- All international students must file tax forms with the government, even if no money was earned.
- International students and scholars must file Form 8843 to report their presence in the United States.

5) Social Security Number Information:

- Students who work while in the United States are required to get a Social Security Number (SSN).
- All United States workers must have a SSN so the government can track earnings and appropriate state and federal taxes.
 - Once you have a job offer, come to the Office of International Education to pick up an application form and ask Jane Decatur for a letter indicating that you are eligible for employment and enrolled full time.
 - *Take the following items to the Social Security Administration Office:*
 - A letter from Jane Decatur indicating that you are eligible for employment on campus and are enrolled full-time.
 - A letter from your supervisor describing your job on campus and total hours per week of work.
 - Your completed SSN Application
 - Your passport
 - Your form I-94
 - Your form I-20
- **Social Security Administration Office Information:**
 Suite #305, One Clarks Hill, Framingham, MA
 The office is open Monday, Tuesday, Thursday, Friday from 9:00AM – 4:00PM
 On Wednesday the office is open from 9:00AM – 12:00PM
 For more information, call the Social Security's toll-free number *1-844-587-1390*