



## How to Find Employment for International Students

### 1) On-Campus Employment:

- Any Framingham State University student can apply for positions on campus
- If you find a job on campus, you will then need to obtain a letter from the campus employer and one from Jane Decatur (**Office of International Education, Dwight Hall Room 302, e-mail: [jdecatur@framingham.edu](mailto:jdecatur@framingham.edu), & phone number: 508-626-4585**) in order for you to apply for a social security number
- F1 students may work on-campus part-time (20 hours a week) during the academic year and full-time (40 hours a week) during the summer and University breaks without formal authorization.
- After the first year, students must apply for authorization to work off-campus

### 2) Off-Campus Employment:

- 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)
- Students are not able to work off-campus for their first year

### 3) Optional Practical Training (OPT)-F1 Students:

- *F1 Students If you have been enrolled as a full-time student for at least nine months, you are eligible for Optional Practical Training*
- An OPT job must be related to your academic major and be intended to cultivate practical experience
- As an F1 student, you have a total of 12 months of OPT
- You may use the OPT during the summers or all of it after graduation; just keep in mind that the total of all OPT is 12 months
- The only exception to this is the recent addition of certain science, technology, engineering, and mathematics degrees. Students with degrees in these areas may qualify for an OPT extension, if your employer is designated as a STEM employer. You should discuss this with the Director of International Education if you are planning a major in one of these fields

### 4) Curricular Practical Training (CPT) - F1 Students:

- Curricular Practical Training allows F-1 students to work before graduation in an internship or independent study related to their field of study, but you must receive academic credit for this to be approved
- You must have been a full-time student for at least nine consecutive months 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 CPT

### 5) 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

#### 6) 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

#### 7) 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 Programs 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 #2A, 100 Concord St., Framingham, MA
  - The office is open Monday-Friday from 9:00AM – 4:00PM
  - For more information, call the Social Security's toll-free number *1-800-772-1213*