Guidelines for hiring international students

Each year, the W. P. Carey School of Business welcomes students from diverse countries and cultures, who bring unique perspectives and awareness to their classes, fellow students, and future employers. Hiring from this candidate pool may require additional considerations, but W. P. Carey Career Services can help connect you with our incredible international students and navigate the process of considering them for internships and employment.

Much like domestic students, international students most frequently seek:

- Undergraduate internships lasting 10 to 12 weeks in the summer. Some undergraduates may seek an internship during the fall and spring semesters, as well.
- Full-time MBA internships during the summer between the first and second year, as a program requirement.
- Full-time employment following graduation.

INTERNSHIPS

After completing one academic year, international students on an F-1 visa are permitted to pursue opportunities in the U.S. as part of their Curricular Practical Training (CPT), receiving course credit for their internship. As an employer, your only requirement is to provide an offer letter outlining the terms of employment. It is the student's responsibility to receive university authorization for internships, a process that typically takes two weeks or less.

FULL-TIME EMPLOYMENT

Upon graduation, international students are permitted to pursue up to 12 months of full-time employment in their field as part of their Optional Practical Training (OPT). The employment period can be up to 36 months with an applicable STEM extension. In order to be considered for full-time positions, students must obtain authorization from USCIS and apply for the OPT extension.

At the completion of the OPT period, an employer has the option to sponsor a work visa (H-1B) to retain an international employee. H-1B status is valid for three years and can be renewed for another three-year term.

HOME COUNTRY EMPLOYMENT

In addition to seeking employment in the U.S., many international students pursue opportunities in their home country, where they have unrestricted work authorization. Utilizing 12 months of OPT in the U.S. is recommended for training, prior to the candidate returning abroad.

About H-1B visa sponsorship

Each year, U.S. Citizenship and Immigration Services makes a limited number of visas available, and announces a cutoff date upon reaching the annual quota. Petitions filed before the cutoff date, but after the quota has been filled, will be processed the following cycle.

A common misperception is that the H-1B visa process is cumbersome or confusing. In fact, the precedent for international students to obtain a temporary U.S. work authorization is longstanding and well-established, and the application process is straightforward, helping you fill positions throughout your organization with unique, qualified talent.

Additional resources

ASU International Students and Scholars Center
issc.asu.edu

Department of Homeland Security
studyinthestates.dhs.gov/stem-opt-hub

U.S. Citizenship and Immigration Services
uscis.gov

U.S. Immigration Guide for Employers
workpermit.com/us/us_h1b.htm
When recruiting international students, please use the following guidelines regarding internships, full-time opportunities, and visa authorization.

<table>
<thead>
<tr>
<th>Timing/duration</th>
<th>Internships CPT on F-1 visa</th>
<th>Full-time employment OPT on F-1 visa</th>
<th>Full-time employment Company-sponsored H-1B visa</th>
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<tbody>
<tr>
<td></td>
<td>After completing the first academic year, students are eligible to seek a summer internship</td>
<td>After graduation, at least 20 hours but no more than 40 hours per week, for up to 12 or 36 months (STEM OPT)</td>
<td>Initial term of three years, which can be renewed for another three years</td>
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<tr>
<td>Student obligation</td>
<td>Obtain CPT authorization from the university upon receiving an offer</td>
<td>Apply for OPT with the USCIS in the final semester (90 days before graduation)</td>
<td>Work with employer to provide documents required for visa sponsorship</td>
</tr>
<tr>
<td>Employer obligation</td>
<td>None from a work authorization standpoint beyond considering qualified international applicants as the employer would domestic applicants and providing an offer letter to student</td>
<td>Willingness to diversify and retain talent pool through H-1B visa sponsorship</td>
<td></td>
</tr>
<tr>
<td>Cost to employer</td>
<td>None</td>
<td>None</td>
<td>$2,300 – $7,500 (dependent on optional legal services)</td>
</tr>
</tbody>
</table>

**Frequently asked questions**

**Q:** Are international students permitted to work in the U.S.?

**A:** Yes. International students are legally permitted to pursue internship and full-time employment opportunities in the U.S. after completing one full academic year at W. P. Carey.

**Q:** Is there extra paperwork to file when hiring international students?

**A:** No. Students are required to obtain authorization from the university for internships and from the USCIS for full-time employment post-graduation. Employers will need to process paperwork only at the time of H-1B visa sponsorship.

**Q:** What are CPT and OPT?

**A:** CPT (Curricular Practical Training) and OPT (Optional Practical Training) are legal employment classifications students can use to pursue employment opportunities while in school and after graduation, respectively.

**Q:** When and why do students need visa sponsorship?

**A:** Upon graduation, international students remain on an F-1 visa and can be employed full-time for up to 12 or 36 months of OPT. To retain talent beyond this period, the employer sponsors a work visa (H-1B). Sponsoring an H-1B visa is usually a simple process. Such visas remain valid for an initial period of three years and can be extended once for another three-year period.

Contact W. P. Carey Career Services to learn more about the STEM OPT extension. Or, refer to the Department of Homeland Security:

[studyinthestates.dhs.gov/stem-opt-hub](http://studyinthestates.dhs.gov/stem-opt-hub)