



UNIVERSITY *of*
NORTH CAROLINA
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U.S. Employer's
Guide to Hiring
Cameron School
of Business
International
Students

CAMERON
SCHOOL *of* BUSINESS

U.S. Employer's Guide to Hiring Cameron School of Business International Students

The purpose of this guide is to inform U.S. employers about:

- International students' F-1 work authorization options
- The ease of hiring international students from Cameron School of Business (CSB) for internships during the summer or the school year, or for career opportunities after graduation

The precedent for international students to obtain temporary U.S. work authorization is longstanding and well-established, and the application process is straightforward.



UNCW international students represent numerous countries and pursue a diverse array of degrees and career goals; they possess qualities that top employers seek:

1 Cross-Cultural Competencies

International students bring cross-cultural competencies and multiple language skills to any organization, as well as valuable new perspectives and problem-solving skills to the way companies do business.

2 Diversity

International students not only bring diversity but make it easier for companies to attract and retain a diverse workforce.

3 Adaptability

Many international students demonstrate maturity, flexibility, dedication and tremendous perseverance; they can share business practices from other cultures as well as help organizations adapt to new challenges globally.

4 Skills

International students also exhibit high quality skills such as leadership and independence; they often have a specialized skill set or range of global experiences which may make them a better fit for a position than available U.S. candidates.

How UNCW and CSB Support International Students and U.S. Employers

The **CSB Office of Student Professional Development** prepares students to make informed decisions about their future by providing resources and counseling on career development, internships and employment. The Cameron School of Business (CSB) offers employers a number of ways to get involved with the school and our outstanding students. From serving as guest lecturers during our annual Business Week, to helping mentor students in our Cameron Executive Network, we believe executive involvement is part of what makes CSB unique.

Our programs produce academically strong students with skills in a variety of subject areas, and our international students come to us from outstanding universities with competitive and rigorous standards. Recruiting for the Cameron School of Business is handled in conjunction with UNCW Career Center.

For more information, please visit:

- <https://csb.uncw.edu/career/employers.html>
- <https://uncw.edu/career/employers.html>

Office of International Students and Scholars

fosters globalization at UNCW by recruiting, admitting, welcoming, supporting, engaging, and advocating for UNCW's community of international students and scholars. OISS builds partnerships with overseas partners to attract international students to UNCW and fosters relationships with advisers, counselors, agents and governmental agencies to increase the international student population on campus.

OISS provides transition support that addresses the unique needs of international students and scholars; ensures institutional compliance with federal immigration regulations for foreign students, visiting scholars, and employees on our visa sponsorship (F, J, H-1B, and LPR); coordinates events and programs that engage international students with the broader community to promote a global culture throughout our campus; and serves the broader campus community in an administrative and advisory capacity.

Additional Resources

- U.S. Equal Employment Opportunity Commission (EEOC)
- U.S. Citizenship and Immigration Services (USCIS)
- American Immigration Lawyers Association
- E-Verify



Work Authorization at a Glance

TYPE	PROCESS	EMPLOYER REQUIREMENTS	TIMING	COST
<p>Curricular Practical Training (CPT) F-1 Visa Holders</p>	<p>CPT must be done prior to completion of study. Student applies for approval from their host institution.</p> <p>Students can work: Part-time – max. 20 hours/week OR Full-time – 20+ hours/week</p>	<p>Provide Offer Letter and/or other job specifications</p> <p>Sign off on student’s internship registration form</p> <p>Certify student’s employment by completing authorization sent through CPT application system</p>	<p>Approval takes approximately 2 weeks</p>	<p>No cost to employer or student</p>
<p>Optional Practical Training (OPT) F-1 Visa Holders</p>	<p>Must be full-time work (at least 20 hours/week) after completion of studies</p> <p>Student requests I-20 recommending OPT from UNCW OISS and files the OPT application with USCIS for approval</p> <p>Student must obtain Employment Authorization Document (EAD card) prior to starting work</p>	<p>None</p> <p>Student must present EAD card to employer on the first day of work as proof of authorization</p>	<p>Approval takes 2-3 months and students can apply 90 days in advance of their program completion</p>	<p>No cost to employer; student cost is determined by USCIS and that fee can be found HERE</p>
<p>H-1B Visas</p>	<p>H-1B temporary worker non-immigrant status is designated for individuals coming temporarily to the U.S. to perform services in a specialty occupation</p> <p>A specialty occupation requires a theoretical and practical application of specialized knowledge, and the attainment of a bachelor’s or higher in the specialty as a minimum for entry into the occupation in the U.S.</p>	<p>Sponsorship is required for H-1B visa filing</p> <p>Link to USCIS site explaining employer requirements and steps needed to file H-1B petition can be found HERE</p>	<p>Varies depending on employer. The rules allow H-1B petition to be filed 6 months in advance of H-1B start date</p>	<p>Employer filing fees for H-1B petition can be found HERE</p> <p><i>* UNCW is not involved in the employer’s H-1B sponsorship process; employers wishing to sponsor an employee for H-1B status will need to seek an immigration attorney’s counsel</i></p>

Internships/Jobs during Degree Program Curricular Practical Training (CPT) for F-1 students

CPT FOR F-1 STUDENTS

WHAT IS IT?

- Off-campus work authorization for F-1 students who are currently pursuing degree programs at UNCW and have completed one academic year
- Employment must be related to student's field of study
- There is no fee for student or employer, but a job offer and academic advisor approval are required to apply for CPT

DURATION OF EMPLOYMENT

- Employment authorization is given on a semester by semester basis
- CPT may be extended or renewed with advance approval from university department and Office of International Students and Scholars (OISS)
- Can be part-time or full-time, but students must continue to meet "full course of study" and face-to-face credit hours requirements; if student uses 12 months of full-time CPT (anything more than 20 hours per week) they will not be eligible to apply for OPT at that degree level

PROCESSING TIME

- Students should allow at least two weeks upon receipt of a complete CPT application to OISS to process prior to the start of work

STUDENT'S ROLE

- Verify eligibility for CPT
- Obtain academic department approval and enroll in concurrent academic course as determined by academic department
- Submit complete CPT application to OISS at least two weeks prior to beginning employment

PROOF OF AUTHORIZATION

- After OISS receives student's completed CPT application, they will be issued a new I-20 with the CPT authorization
- Work cannot begin until student obtains authorization

EMPLOYER'S ROLE

- Provide student with a letter of employment *
- Sign off on student's internship registration form
- Certify student's employment by completing authorization sent through CPT application system
- Request copy of the CPT I-20 from student for I-9 purposes

There is no cost to employer and the CPT application is entirely the responsibility of student

**Letter to include: company name and address, physical work address, start and end dates of internship, number of work hours per week, a general description of work, supervisor information and signature*

Internships/Jobs during or after Degree Program Optional Practical Training (OPT) for F-1 students

OPT FOR F-1 STUDENTS

WHAT IS IT?

- Employment must be related to student's major field of study
- Recommended by OISS and authorized by United States Citizenship and Immigration Services (USCIS) based on student's petition for benefits

DURATION OF EMPLOYMENT

- Typically, 12 months of employment are granted
- Designated STEM majors working for eligible employers may apply for an extension of up to two years
- OPT after completing coursework (post-completion OPT) must be full-time (at least 20 hours/week)

PROCESSING TIME

- Typical time from submission to approval by USCIS is 90 days
- Students may apply up to 90 days prior to and up to 60 days after program completion

STUDENT'S ROLE

- Verify eligibility for OPT
- Submit complete and timely OPT application to USCIS in order to obtain approval prior to beginning employment
- Report employment to OISS
- Ensure work is related to field of study

PROOF OF AUTHORIZATION

- Employment Authorization Document (EAD card) indicating start and end dates of work authorization
- Student must have EAD card in order to begin work and cannot begin working until start date on EAD card

EMPLOYER'S ROLE

- Request a copy of the EAD from the student for I-9 purposes
- There is no cost to the employer and the OPT application is entirely the responsibility of the student
- Student can be approved for OPT without an offer of employment

Frequently Asked Questions

1 Does it cost anything to hire an international student?

There are no fees required to hire an international student who has work authorization through their F-1 status.

2 Do students need a green card (permanent U.S. residency)?

No, a green card, or immigrant visa classification, only confers permanent U.S. residency status. Work authorization is issued independently of any type of residency status.

3 Is there a lot of additional paperwork when hiring an international student?

There is very little to no additional paperwork required when hiring international students. Please see each section above to identify what is required of the employer when hiring international students for different types of work authorization.

4 Do I need to sponsor an international student in order to hire them?

International students who have work authorization through their F-1 status do not need sponsorship to be hired. However, they may need sponsorship to continue working after their period of work authorization ends.





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UNCW is an EEO/AA institution.

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