



Internationalize Your Company

International students enroll in 160 academic programs and can offer valuable experience to your company in a variety of areas including:

- Accounting
- Agricultural Science
- Business Management
- Communications
- Computer Science
- Education
- Engineering
- Logistics and Supply Chain
- Political Science
- Poultry Science
- Social Work
- Translation

Visit <http://iss.uark.edu> for more information about the high quality of education University of Arkansas students receive.



A nationally competitive student-centered research university serving Arkansas and the world.

Office of International Students & Scholars:

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Phone: (479) 575-5003
Fax: (479) 575-7084
Website: <http://iss.uark.edu>
Office Hours: M–F 8:00–5:00

Career Development Center:

Arkansas Union Office
Nola Holt Royster Suite 607
Phone: (479) 575-2805
Fax: (479) 575-6742
Website: <http://career.uark.edu/>

Immigration Resources:

United States Citizenship and Immigration Services:
www.uscis.gov
OPT Online Resources:
<http://iss.uark.edu/1760.htm>
CPT Application:
http://iss.uark.edu/images/CPT_Application_2006.pdf
E-VERIFY Information:
www.uscis.gov/everify



Office of
International Students & Scholars
A DIVISION OF STUDENT AFFAIRS

<http://iss.uark.edu>

479-575-5003



An EMPLOYER'S GUIDE to HIRING International Students from the University of Arkansas

WHAT'S INSIDE:

- Benefits to hiring international students from the University of Arkansas
- Overview of Employment Programs
- Verifying Employment Eligibility
- Transitioning from short to long term employment
- Tax Matters



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The Basics of Hiring International Students

The University of Arkansas enrolls over **900** students from **around the world**. These students are well-known for their **outstanding** academic **achievements** and their **multilingual** abilities.

As an employer, **YOU** have the opportunity to **benefit** from their **diverse** knowledge and experience.

VISAS: International students typically hold an F-1 or J-1 visa and are eligible for temporary employment in the U.S.

EMPLOYMENT PROGRAMS:

F-1 PRACTICAL TRAINING: Students with F-1 status are eligible to work via two programs: CPT (Curricular Practical Training) & OPT (Optional Practical Training). CPT allows students to work for an employer in a field relating to their degree while getting course credit for their employment. Students may complete multiple CPTs prior to completing their coursework. OPT allows students to work for up to 12 months in a field relating to their degree. OPT is typically done after graduation. A 17-month OPT extension is available for STEM students employed by a company registered with E-verify. Students must have written authorization to participate in both CPT and OPT. For more details, contact the Office of International Students & Scholars.



J-1 ACADEMIC TRAINING: Students holding J-1 status may be eligible for AT (Academic Training). The length of AT may vary depending on the length of the student's academic program and must be related to the student's field of study. Employers must provide an outline specifying the details of the student's training. Students must obtain written authorization from the program sponsor prior to participating in AT. For more details, contact the Office of International Students and Scholars.



EMPLOYMENT AUTHORIZATION: Students must apply for employment authorization through the Office of International Students and Scholars. OPT applications should be submitted by appointment 90 days prior to the start date of training. CPT and AT applications should be submitted 30 days prior to start date.

VERIFYING EMPLOYMENT ELIGIBILITY:

Employers should look for the following documents, in addition to a valid passport, to verify a student's eligibility for employment:

OPT (F-1 students) = Employment Authorization Card (EAD), a laminated card with photo ID and dates of employment eligibility.

CPT (F-1 students) = I20 form (Certificate of Eligibility) with employment authorization—dates of employment and employer—printed on the back page.

AT (J-1 students) = DS2019 form with training dates and a letter from program sponsor authorizing employment for a designated period of time.

IMPORTANT: Students may **ONLY** work during the dates specified on their immigration documents. Working outside of the authorized dates will result in a termination of the student's status and may put the employer at risk for violating immigration regulations.

“The staff of the Office of International Students and Scholars is a trusted source you can call upon when you want to hire an international student from the University of Arkansas”—Michael Freeman, Director ISS

LONG-TERM EMPLOYMENT:

Federal regulations require that employment ceases at the conclusion of the authorized period. However, F-1 students (or J-1 students who are not subject to the two year rule) may continue to be employed, provided a petition and change of visa status application is filed with and **approved** by USCIS. These petitions are usually filed for H-1B (Temporary Worker) status . H-1B status is valid for up to six years and is intended for professional employment. The H-1B application process can take several months; legal assistance when filing the applications can be helpful. For more information about H-1B visas, visit www.uscis.gov and www.aila.org.

TAX MATTERS: There may be tax benefits to employers when hiring international students. Contact your company's tax account representative or visit <http://www.irs.gov/> and view publications 515 and 901 for more information about taxes and nonresident aliens.

