FALL 2021

INCOMING STUDENT WEBINAR SERIES

# International Student Employment

July 27th, 2021

NSU Florida

INTERNATIONAL AFFAIRS
Nova Southeastern University

# Introductions

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# Disclaimer

- The Office of International Affairs (OIA) is able to provide general guidance. Any advice provided by OIA, including the information in this presentation, should not be construed as legal advice.

- Due to the fluid nature of governmental interpretation, DHS, USCIS, SEVP and other governmental agencies may change their interpretations of these immigration laws/regulations and eligibility requirements for benefits, at any time. OIA is committed to providing advice based on the most current guidance.

- Each case is fact-specific and it is advised that students contact an experienced immigration attorney with questions regarding individual situations.

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# CAPS & Handshake Overview

NSU Center for Academic and Professional Success

Cameron Wallace

# Overview

- Who is CAPS
- How we can help you!
- Handshake overview and uses

# Who is CAPS?

Our Mission:

CAP's mission is to provide a supportive and innovative environment for NSU students and alumni to gain the NSU Edge through individualized career coaching, experiential learning opportunities, and engagement that enhances their academic experience and empowers them to achieve their professional and personal goals.

# Our Team

# How we can help YOU

- Career Exploration
- Experiential Education (ExEL)
- Job/ Internship Search Assistance
- Resume, CV & Cover Letter
- Networking
- Mock Interviews
- Graduate School/ Residency Applications
- LinkedIn & Personal Branding

# Where do our Students Intern?

# Handshake

# What is Handshake?

- Handshake is your career one-stop shop and your go to place to stay connect to NSU's Office of Career Development.
- **<u>What can I do on Handshake:</u>**
  - Apply for jobs and internships
  - RSVP for events
  - Access Career Resources (Cover Letters, CV's, Personal Statements)
  - Schedule an appointment with your ExEL Career Advisor

# How do I access to Handshake?

handshake

## APPLY FOR JOBS AND INTERNSHIPS

HOW TO

## RSVP FOR EVENTS

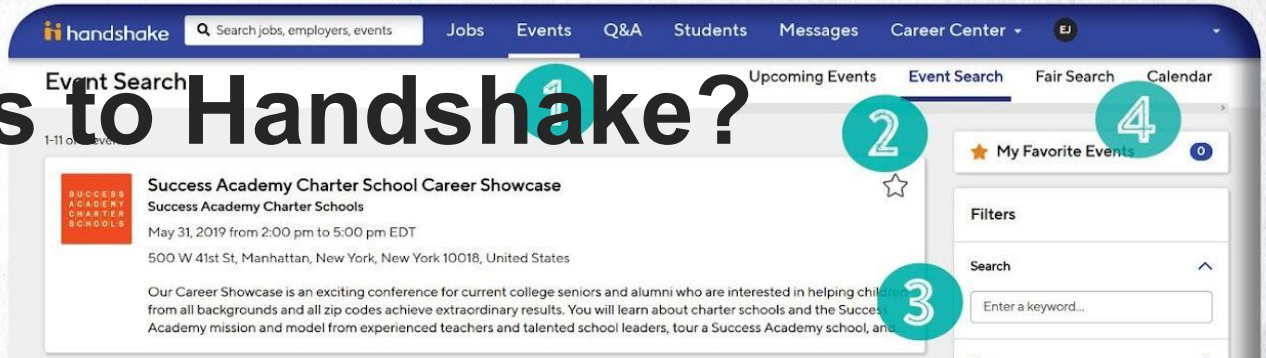
### APPLY USING YOUR RESUME AND COVER LETTER TO A MEANINGFUL JOB THAT YOU CONNECT WITH.

1. **Click on the 'Jobs' tab**
2. **Enter keyword(s):** e.g., *Pre-Health* or *Marketing*
3. **Select job type:** *e.g., Internship, Full-Time, Part-Time*
4. **Choose a location**

**Search Tip:** The more broad your keywords and filters are, the more options you have available.

1. **Click on the 'Events' tab**
2. **Click on:**
   - **Event Search** OR
   - **Search Events**
3. **Enter keywords:** e.g., *Networking* or *Personal Statement Webinar*
4. **Select 'Fair Search'** for NSU's Recruit A Shark career event every semester

**Search Tip:**
Narrow down events by type, such as *Mock Interview* or *Virtual Session*



# Mako Newsletters, Sharks UnCaged,  & Employer Spotlights

- ❑ Monthly newsletter organized by specific career industries.
- ❑ Highlights top opportunities & events for students.
- ❑ Provides insights on key resources & trends for your career.

- ❑ Monthly newsletter job & internship newsletter
- ❑ Highlights top opportunities around the nation.
- ❑ Consists of 5 editions: Northeast, West Coast, Southeast, Midwest, and Research

- ❑ Weekly emails to students on available jobs, internships, & research positions.
- ❑ Opportunities with immediate need.
- ❑ Employers seeking to hire NSU students.
- ❑ Referrals for students.

# Contact Us

- **Hours**:
  - Mondays – Thursdays from 8:30 AM – 6:00 PM
  - Fridays from 8:30 AM – 5:00 PM
    - Appointments daily available upon request
    - Drop-in advising daily from 9:00 AM – 4:45 PM
- **Location**: Horvitz 152
- **Email**: caps@nova.edu
- **Phone**: (954) 262-7201
- **Handshake**: nova.edu/handshake

http://bit.ly/NSUOREval

# Student Employment:

## The Debt-Free Way to Finance Your NSU Education

# Why Student Employment

- Balance financial responsibilities
- Extra income
- Obtain work experience
- Networking

# Employment Options

- Federal Work Study Program
- America Reads and America Counts Program
- Job Location and Development Program
- Florida Work Experience Program
- **NSU Student Employment Program (NSE)**

# How to Apply for Student Employment

- Self-enroll in and complete the online Student Employment Workshop.

- After successfully passing the workshop quiz,
  - Login to SharkLink and
  - Click on the **green JobX tile** in the application slider bar to complete an employment application.

- Supervisors interested in candidacy will contact you.

# Workshop Details

How to Self-Enroll for the workshop?

1. Login to SharkLink.
2. Select the "**Applications**" page from the lower half of your navigation bar.
3. Scroll down to the "**Student Self Enroll Classes**" portal and self-enroll in the Student Employment Workshop.
4. Access and complete the Student Workshop course.
5. You must pass the quiz (13 or more points) that follows the presentation.
   - Pro-tip: Go to **Canva** - scroll down to **Dashboard** to find the workshop

# JobX 101

**Why am I not able to access JobX?**

After successfully completing the Student Employment Workshop, you will be able to access JobX. You must meet the following requirements in order to be eligible to apply:

- Registered for classes
- Have completed all admissions requirements for your program

# Congrats! Welcome aboard!

## Once Hired

When offered the position, the hiring supervisor will contact you if additional information is required, for example, completing an electronic Form I-9. You will need to submit all documents to the hiring supervisor. You will also receive an email from the Office of Human Resources with instructions on how to submit your W-4. If you are interested in setting up direct deposit, submit a completed Direct Deposit Authorization to *payroll@nova.edu*.

If you are an international student, and need to apply for U.S. Social Security card, see **Applying for a U.S. Social Security Card for Employment.**

**For questions, email Student Employment.**

# CPT & OPT

Deborah Pabon
Senior International Student Advisor
Office of International Students & Scholars

NSU Florida

# Curricular Practical Training (CPT)

“Integral part of an F-1 student’s established curriculum” which allows them to engage in experiential **training** in any type of required or optional **internship**, **externship**, **practicum**, **clinical**, **rotation**, etc, typically **off-campus**.

You must have been **lawfully enrolled full-time** at an I-20 issuing institution for at least **one academic year*.** The position must be tied to your major of study, as listed on your I-20.

OPTION 1: Connected to a specific course enrollment offered/required by program (internship course, practicum course, etc)

OPTION 2: Be required by the program, for all students, in order to graduate

## Paid vs. Unpaid

Payment is NOT a factor in determining if CPT authorization is required for your off-campus training. However, any paid opportunities would, of course, require CPT authorization.

## Training vs. Volunteer

**True volunteer work does not require CPT**

True volunteer work is:

- For civic, charitable, or humanitarian reasons.
- Typically, at a non-profit.
- Always volunteer work. No one who performs the same duties receives payment.

## Full Time vs. Part Time

Full Time – More than 20 hours/week

No limit on the amount of full-time CPT

HOWEVER **365+ days of full-time CPT* = forfeiture of OPT benefit**

Part Time – 20 hours or less/week

**No limit** on the amount of part-time CPT for which a student may be authorized.

**Part-time never has any impact on OPT.**

# Steps to apply for CPT

1. Determine eligibility. Must have been lawfully enrolled for at least one academic year
2. Meet with Academic Advisor
3. Find an internship and follow Academic Department process and approval
4. Submit CPT application to OIA including: Program Approval AND Offer Letter
5. DO NOT START EMPLOYMENT until:
    - On or after the start date listed in your CPT I-20
    - You have received your CPT I-20
    - You are enrolled in the CPT course
6. Remain employed with the approved employer, location and position.
    - Changes? Back to Step 2
7. Want to continue CPT after authorized dates? Back to Step 2

# CPT Authorization Process

1. CPT is authorized one semester at a time (EXEL)
2. CPT is authorized for a **specific job title**, a **specific employer**, a **specific location**, and a **specific start and end date**, in SEVIS
3. There is no fee for CPT.
4. CPT is processed internally, not by USCIS. Processing time is 7 days.
5. CPT must be approved by academic advisor/program director.

**No academic approval = no CPT.**

https://www.nova.edu/internationalaffairs/students/current/employment.html

# Optional Practical Training (OPT)

**Optional Practical Training** (OPT) is “temporary employment for practical training directly related to the student’s major area of study.”

**Three Types of Optional Practical Training**

- **Pre-Completion OPT**
  Authorization for students to work while enrolled in their degree program

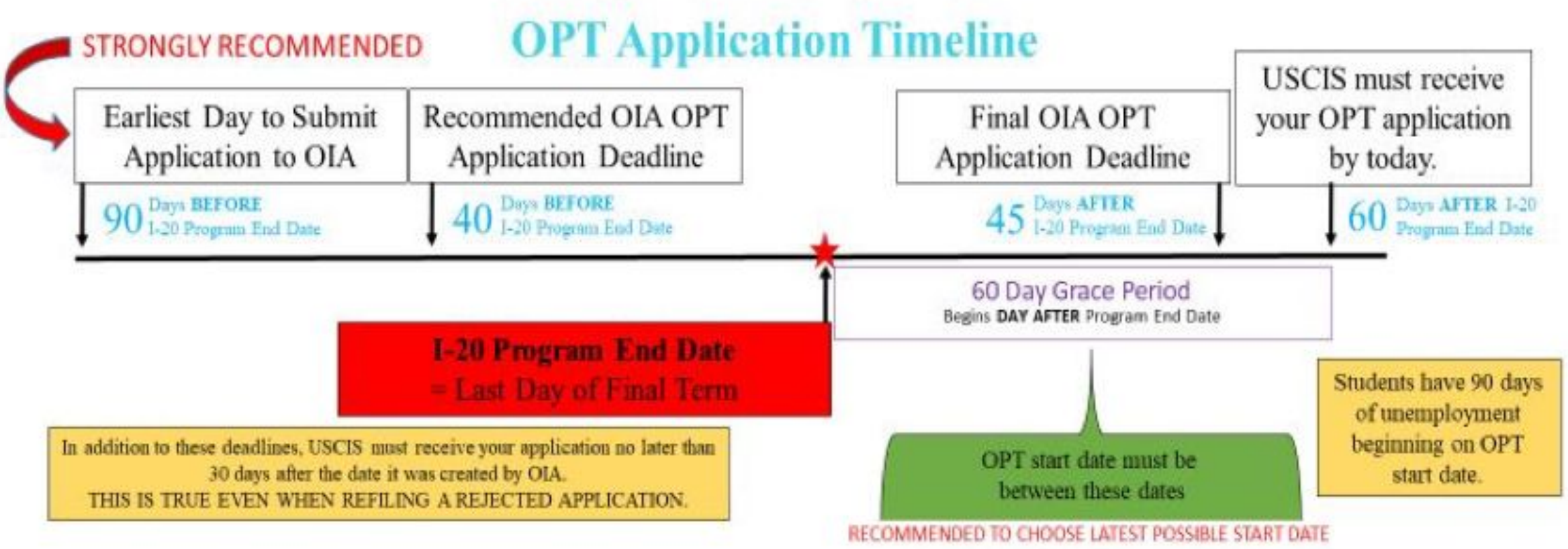
- **Post-Completion OPT (12 months/1 year)**
  Authorization for students to work after they complete their degree program

- **STEM OPT (36 months/3 years)**
  An extension of post-completion OPT for certain **S**cience, **T**echnology, **E**ngineering and **M**athematics (**STEM**) programs

# OPT Eligibility

- Be in legal F-1 status
- Have been lawfully enrolled full time in a SEVIS-approved institution for at least one academic year
- Have a valid passport (with at least six months future validity)
- Have an unexpired I-20
- Have not used more than 364 days of full-time CPT at your current degree-level
- In most cases, you should be in your last semester of study

# When to apply for OPT



# Application Requirements

- ✔ NSU OPT Application Form
- ✔ Completed I-765 (TYPED)
- ✔ Copies of all previous I-20s with employment authorizations (CPT, OPT, etc.)
- ✔ Copies of any previous EAD cards
- ✔ F-1 Visa (except Canadian and Bermudian citizens)
- ✔ I-94
- ✔ Two passport photos
- ✔ Check or Money Order - $410
- ✔ Passport Copy
- ✔ G-1145 – Text/Email Updates Form

**OISS processing time is up to 7 business days!**

# QUESTIONS

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# THANK YOU!

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