

# A Guide to Working in the U.S.

## General Questions

### **Am I legally eligible to work in the United States?**

Yes, given that you maintain your student status, you are legally eligible to work in the United States and may apply to jobs that require this eligibility status. You do not need a social security number (SSN) to apply. You can apply for an SSN after receiving a job offer (see below).

### **How do I apply for an SSN?**

The first time you get employment in the US you will need to apply for a Social Security Number. To apply, you will need to bring the international student advisor a job offer letter from your employer. Please provide the Job Offer Letter Instructions found on our [Current Students](#) page under Career Planning to your employer to aid them in writing an appropriate letter. The international student advisor will provide you with a second letter. You will need to take both letters along with your I-20/DS-2019 and passport to the Social Security Office to apply for the number. The closest Social Security Administration office is located at 960 W Mission Blvd, Pomona, CA 91766. (800) 772-1213

### **I am facing financial hardship as a result of a loss of my original source of funding. What are my options?**

You can try to find work on campus. If you are still having difficulty, please make an appointment to discuss more options in detail with the international student advisor.

## On-Campus Employment

All international students are eligible to work on campus immediately after reporting to school. This section describes the rules for working on campus.

### **What qualifies as on-campus employment?**

On-campus employment is any employment located on and paid by the KGI campus or an educationally affiliated campus, such as any of the members of the Claremont Consortium. F-1 students do not need written permission to work on campus; J-1 students require written permission from the international student advisor (contact us if a job opportunity arises for more instructions). Students may not work for a company that contracts for the Claremont Consortium and does not provide student services (i.e. construction companies).

**What are basic guidelines for on-campus employment?**

International students may work up to 20 hours per week while school is in session. Students may work more during school break periods (i.e. winter holidays or summer session).

**May I have more than one on-campus job?**

Yes, but the combined hours between all jobs may not exceed 20 hours during the school term.

**What if I want/need to change on-campus jobs?**

No problem. F-1 students may change on campus jobs at any time and do not need authorization to do so. J-1 students will need a new work authorization letter, but may also change on campus jobs at any time.

## **Off-Campus Employment**

F-1 students have two types of off-campus employment available to them: Curricular Practical Training and Optional Practical Training. J-1 students are eligible for Academic Training. These employment opportunities are discussed [here](#).

### **F-1 Curricular Practical Training (CPT)**

**What is F-1 Curricular Practical Training (CPT)?**

Curricular Practical Training is a type of work authorization which enables students to engage in off-campus employment that is an integral part of an established curriculum, such as the MBS summer internship. The experience must be undertaken and completed prior to the completion of your degree.

**What are the eligibility requirements for CPT employment?**

You must be in F-1 status for at least one full academic year (9 months) and must be in good academic standing. Employment must be an integral part of the established curriculum and directly related to your degree.

**How many hours can I work on CPT?**

During the academic term, total employment (including any hours spent employed on campus) may not exceed 20 hours. During academic breaks when school is not in session (i.e. summer) you may work more than 20 hours a week, with authorization.

**How do I obtain CPT authorization?**

To obtain CPT, you must first receive a job offer. Once you receive a job offer, you may complete the Internship Pre-Approval Form found in [Sakai](#) with your academic advisor and register for the appropriate internship course. The completed form must be submitted to Career Services and to your international student advisor at least 3 business days before you will start your position. You will be issued a new I-20

showing CPT authorization to provide to your employer. You may then begin employment. **CPT is specific to the employer** – you must request a new CPT for any new employment opportunity.

**What should I do if I quit or complete my internship before the date listed?**

Immediately notify the international student advisor to amend your authorization dates.

**Do I need to apply for CPT for an unpaid internship?**

It is strongly recommended that you obtain CPT authorization even for an unpaid internship. If you are considering an unpaid internship that does not meet the criteria of CPT, please make sure that the company is aware of U.S. Department of Labor regulations concerning unpaid internships and that you have assurances (preferably written) to that effect before you accept the position. We also recommend that at the end of your internship you ask your employer to provide you with a letter confirming that there was no remuneration or any other type of compensation provided in any form during your participation. Please keep this letter for your permanent records.

***F-1 Optional Practical Training (OPT)***

**What is F-1 Optional Practical Training (OPT) and how can I apply?**

Most students will use OPT to gain practical experience in their field after graduation for up to one year. Please see the detailed F-1 Guide to Optional Practical Training handout for information on this benefit.

**What is the STEM OPT Extension and how can I apply?**

The STEM OPT extension is available to students who have received a degree in the Science, Technology, Engineering, and Math fields. It grants an F-1 student an additional 24 months of employment after the initial period of OPT. KGI students typically qualify for the STEM OPT extension. Please see the detailed F-1 STEM OPT Extension guide on our [Current Students](#) page under Informational Guides and Checklists for more information on this benefit.

***J-1 Academic Training***

**What is Academic Training and how can I apply?**

Academic Training allows J-1 students an opportunity to work in their field either during or after their studies, part-time or full-time, for the maximum time allowed for their degree type. Please see the detailed J-1 Academic Training handout on our [Current Students](#) page under Informational Guides and Checklists for information on this benefit.