



Working in the U.S. as a F-1/J-1 Student

International students, with F-1 or J-1 visa, are allowed to work in United State. Here’s the brief introduction about working in the United States as an F-1 Student.

What Options do I have?

There are different kinds of options. Please see the chart below.

Location	Options	Qualification	Working hour
On campus	Student workers	All students	Part time
	Graduate Assistants	Graduate Students	Part time
	CPT	All students before Graduation	Part time / Full time
Off campus	CPT	All students before Graduation	Part time / Full time
	Pre-Completion OPT	All students before Graduation	Part time
	Post-Completion OPT	All students After Graduation	Full time

Note: Part time job has limit to work maximum 20 hours per week.

Full time job has limit to work maximum 40 hours per week.

What are Student workers and Graduate Assistance and how can I find it?

Student workers and Graduate Assistances (GA) are part time jobs and work with Faculties or Professors on campus.

To find a Student Worker position on campus, use Handshake.

- The way to check: MyLewis -> Resource: Handshake -> “Jobs” on the top -> On campus

To find a GA position on campus, these are a few ways to know about hiring information:

- On Human Resources Website.
The way to check: Lewis Website -> About Us: Employment -> Employment: Employment Opportunities -> Search Jobs: Select Position type: Graduate Assistance
- Emails from Human Resource Office from time to time.

What are CPT and OPT and how can I find it?

CPT is a short name for Curricular Practical Training. OPT is a short name for Optional Practical Training. If you want to work off campus, you must apply for CPT or OPT. For more details about CPT, Pre-Completion OPT and Post-Completion OPT, please check “Working In The United States As An F-1 Student” section on ISS website via <http://www.lewisu.edu/studentervices/iss/index.htm>.

To find a job off campus, these are a few ways to know about hiring information:

- Career Service Office / Website.
Go to Career Service Office and ask for more information. Career Service Office can also help you with your Resume. The Office is located on Benilde Hall.
Check the website for more information. Career Service
Website: <http://www.lewisu.edu/resources/careerservices/index.htm>

What do I have to do when I have a job opportunity?

When you find a job on campus, you have to do:

1. Apply online and get an offer letter from your Employers.
2. Report to Our Office. It is important for you to report to our Office to maintain a legal status once you have a job.
3. Get a Social Security Number. Check the document on our website.
4. Go to Financial Aid for your work contract and package.
5. Start working!

When you want to do CPT, you have to:

1. Get an Offer Letter from the company.
2. Report to Our Office. It is important for you to report to our Office to maintain a legal status once you have a job.
3. Get a Social Security Number. Check for documents on our website.
4. Follow the company's Rules
5. Start working!

When you want to do Pre-Completion/Post-Completion OPT, you have to:

1. Apply for Pre-Completion/Post-Completion OPT and get your EAD card. Check details on Pre-Completion OPT or Post-Completion OPT document on ISS website.
2. Report to Our Office. It is important for you to report to our Office to maintain a legal status once you have a job.
3. Follow the company's Rules
4. Start working!