International Students
WORKING IN THE UNITED STATES
The Office of Career Development works in partnership with students to achieve their career objectives. We define our role as career consultants who provide the structure and services, including counseling appointments and specific workshops, to help students focus their search, to target appropriate employers, to implement their job search strategies, and to build skills in self-marketing.

The CGU student's role in this partnership is to actively participate in self-assessment, career exploration, and proactive job search strategies to ensure a successful transition from graduate school to a fulfilling career.

*Drucker students should contact the Drucker Professional Development Office.*
Welcome to the Career Development Office

Welcome!

The CDO is here to provide you with quality resources, services, advising and counseling to help you apply your liberal arts education and life experiences to a lifetime of fulfilling opportunities. We're excited to meet with you as you begin and continue exploring your career paths. Read more about us below and drop into the office to meet us in person!

POM: http://www.pomona.edu/administration/career-development

On Campus Resources
Quick Links:
- Read about resources for Scripps alumnae
- Learn about hiring a Scripps student
- Learn more about on-campus recruiting at The Claremont Colleges
- View the 2014 Resume Book
- Read Beyond the Elm, the CP&R student written Blog
- Follow CP&R on Facebook

Career Planning & Resources

Career Planning & Resources (CP&R) promotes strategic management of career development by working with students as they envision, formulate, and move toward future goals. We are committed to providing exceptional services, as we empower and educate students, and build relationships with professional colleagues and the Scripps community.

CP&R is located in Malott Commons, off Seal Court, and is open from 8:00am-5:00pm Monday through Friday. Students can utilize drop-in without appointment 10.00am – 4.00pm.

Scripps Paves an On-ramp to the Career Network

One of the goals of CP&R is to build networks and develop relationships to help students and graduates transition into and advance in their careers. Members of our external community — alumnae, parents and friends — care passionately about enabling our students to advance their career goals, and collectively they represent and have access to myriad opportunities awaiting our graduates.

Many college career offices are based within Student Affairs. Scripps takes a different approach, aimed at deepening connections and relationships — we have placed CP&R under Institutional Advancement (IA), the area of the College that is most directly and widely involved with relationship building. IA is the central crossroads for Scripps alumnae, parents and friends of the College, and we see this structure as paving a virtual “on-ramp” that connects students directly with members of our network. We believe this allows for wider and deeper direct access to a services network in all fields.

SCR: http://www.scrippscollege.edu/careerplanning

On Campus Resources
On Campus Resources

PIT: http://www.pitzer.edu/offices/career_services
Career Services Center

Career Services at CMC

Welcome to Career Services! We are dedicated to equipping all Claremont McKenna College students with the knowledge, skills and resources to find meaningful opportunities while at CMC and beyond. We strive to do this through career counseling, programming, employer relations and relationship building and providing opportunities for experiential learning.

On this site there are a multitude of resources to assist with identifying interests and opportunities, assessing skills and abilities, and presenting a well-rounded individual to the world after CMC. Our services are available to all students in all majors.

To access a list of our services, click here.

Internship Opportunities

CMC: http://www.claremontmckenna.edu/csc

On Campus Resources
On Campus Resources

KGI: http://www.kgi.edu/current-students/career-services.html
• Connections to potential employers, Alumni
• Assistance with resumes, cover letters, interview techniques
• Job search links and techniques
• General career advising
General Tips

On campus resources

Faculty and alumni networking

Phone/email setup

Facebook, LinkedIn and other social networks
• F1 and J1
  – Up to 20 hours / week during fall and spring semesters
  – > 20 hours / week during school breaks
• On Campus means the 7 Colleges and the affiliates
• No authorization required for F1
• Written authorization required for J1
Finding On Campus Employment

- Academic Departments
- Library, Computer Labs, etc.
- Career Service Office
- Work Study
  - Federal work study
  - Institutional “work study”
Curricular Practical Training (CPT)

Optional Practical Training (OPT)
Curricular Practical Training (CPT)

- “Internship”
  - Paid or Unpaid

- Must earn credit and/or be participating in a college-approved internship

- CPT is can only be used prior to program completion
  - No CPT after graduation

- No limit on amount of CPT
Curricular Practical Training (CPT) General Information

• Approved for a specific job
• With specific start and end dates
• Part time (up to 20 hours / week), or
• Full time (> 20 hours / week)
Curricular Practical Training (CPT) Pre-conditions

• Complete one full academic year of enrollment
  Exception for some graduate students
• Must have a job offer
  – Job must be “integral” part of curriculum
Curricular Practical Training (CPT) Approval Process

• Receive campus approval for the specific internship
  – Registrar’s office (most undergraduate students)
  – Academic department (graduate students)
• Receive DSO approval
  – DSO updates SEVIS
  – DSO issues new I-20 with CPT authorization

• DO NOT START WORKING without that new I-20
Curricular Practical Training (CPT) Effect on other employment

- **Part time CPT**
  - No effect
  - No limits

- **Full time CPT**
  - Aggregate of 12 months or more of full time CPT makes student ineligible for OPT
  - This is not a problem for most students
  - Doctoral students more likely affected
Curricular Practical Training (CPT)
Finding employment

- Academic Departments
- Faculty Contacts
- Career Service Office
  - Claremont Connect

Off Campus Employment – F1
Curricular Practical Training (CPT)

Optional Practical Training (OPT)
Optional Practical Training (OPT)

• Post-completion (most common)
• Pre-completion
  – Pre-completion OPT vs CPT
• 12 months per higher educational level
  – Use it or lose it
• Additional 17 months for STEM majors
  – One-time opportunity
• Job must be related to academic major
Optional Practical Training (OPT) General Information

• Post-Completion
  – Most common OPT scenario
  – Employment after program end date on I-20
    • Graduation
    • Completion of all course requirements (pending thesis or dissertation)
  – Paid or unpaid
  – Full time only
  – Maximum of 90 days of unemployment
    (120 days for STEM Extension)
Optional Practical Training (OPT)
General Information

• One full academic year of enrollment precondition
• Application to USCIS
• No job offer required to apply
Optional Practical Training (OPT)
When to apply

• Apply in final semester
  – No sooner than 90 days before program end date
  – No later than 60 days after program end date
• Application can take 60 to 90 days to process!
Optional Practical Training (OPT) Application procedures

- See DSO; you will need:
  - Passport and I-94 (paper or electronic I-94)
  - Previous I-20s
  - Previous EAD cards, if any
  - Other specific forms/materials required by DSO
  - Authorization start date
Optional Practical Training (OPT) Authorization Start Date

- Must select authorization start date when applying
- No job offer
  - No later than 60 days from program end date
- With job offer
  - Start date of job offer, but
  - No later than 60 days from program end date
Optional Practical Training (OPT) Application procedures

Note on I-94 Automation

Effective May 2013, CBP no longer issuing paper I-94 (for most travelers)
Optional Practical Training (OPT) Application procedures

Note on I-94 Automation

https://i94.cbp.dhs.gov
Optional Practical Training (OPT) Application procedures

- I-20 with OPT recommendation (from DSO)
- Form I-765
  - Fillable PDF
  - Valid address
  - Signature within allotted space
- Check for $380 made payable to Department of Homeland Security
- 2 Passport-style photos (CUC Connection/ID Card Office)
- E-file vs Paper
Optional Practical Training (OPT) Application procedures

I-765, Application for Employment Authorization

- Download Form I-765 (104KB PDF)
- Download Instructions for Form I-765 (289KB PDF)
- Download Form G-1145, E-Notification of Application/Petition Acceptance (1KB PDF)
- Download I-765 Worksheet (1KB PDF)

Purpose of Form:
Certain aliens who are temporarily in the United States may file this form to request an Employment Authorization Document (EAD). Other aliens who are authorized to work in the United States without restrictions must also use this form to apply for a document that shows such authorization.

Number of Pages:
Form 1, Instructions 12 pages

Edition Date:
08/21/2012 (Previous editions, not later than 05/27/08, also accepted)

Where to File:
E-File Your Application: Applicants in certain eligibility categories may be eligible to file this form online.

Mail a Paper Application: The filing address depends on the eligibility category you selected in Question 18. Please check the Filing Addresses for Form I-765 for a list of mailing addresses.

Filing Fee:
The filing fee for Form I-765 is $380. If you request consideration of deferred action for childhood arrivals (category (c)(33)), you must also pay an $85 biometric services fee for a total of $465. There is no biometric services fee for any other employment category. Some filing fees are fee exempt. See the form instructions for more information.

Special Instructions:

Related Links
- Consideration of Deferred Action for Childhood Arrivals
- Fee Exemption Guidance
- The Beacon Blog Post: Filing Tips for Deferred Action for Childhood Arrivals
- Lockbox Filing Tips
- Direct Filing Addresses for Form I-765, Application for Employment Authorization
- Filing Directions to Obtain Employment Authorization and Advance Parole Card Where Adjustment of Status Application is Pending
- Tips Street Employment Authorization Applications Pending More Than 75 Days

File Online
- Log in to e-Filing

Forms Information
- Forms by Mail
- Forms by Phone
- General Information on Immigration Forms
- Adobe Reader Download (Free)
Optional Practical Training (OPT) Application procedures

• Assemble OPT Application Packet
  – Photos with name on back (pencil of felt pen)
  – Check
  – G-1145 (the electronic notification form)
  – I-765
  – Supporting documents (I-20s, I-94 copy, etc …)

• Paper Clip (NOT Stapled!)
Optional Practical Training (OPT)
Acceptable Employment Activities

- Regular paid employment
  - At least 20 hrs/week for post-completion OPT
  - Can be more than one employer
- Multiple short-term employers
  - Musicians, artists
- Work for hire or contractual work
- Self-employed
- Employment through an agency
- Volunteer or unpaid work
Optional Practical Training (OPT) Reporting Requirements

- Report to DSO
  - Change of name
  - Change of address
  - Change in employment
    - Job loss
    - New job
- Additional STEM reporting requirements
  - 6 month reporting requirement
  - Employer reporting requirement
Optional Practical Training (OPT)
Travel during OPT

• OPT has been approved
  – Valid F1 visa (most people)
  – Valid passport
  – Current I-20 with travel signature no older than 6 months
  – Unexpired EAD
  – A job offer or documentation that you are resuming employment
Optional Practical Training (OPT)
Travel during OPT

- OPT is pending
  - Valid F1 visa (most people)
  - Valid passport
  - Current I-20 with travel signature no older than 6 months
  - If OPT is approved while you are away
    - Potential problem
    - Must have a job offer in order to return
    - Must have EAD in order to return
Optional Practical Training (OPT) Ending

- Further education
  - SEVIS transfer (60 day grace period)
- Return home (60 day grace period)
- STEM Extension
  - New I-765
  - Apply before OPT end date
- Change status
  - H1B
  - Some other status
H1B Status General Information

• Employment-based immigration status
• Job must qualify as a “specialty occupation”
• Employment from U.S. employer required
  – Alien can not self-petition
• Employee qualifications
  – At least a bachelor’s degree (or equivalent)
  – Qualifications for the “specialty occupation”
H1B Status General Information

• H1B cap
  – 65,000 slots
  – Additional 20,000 slots for holders of a graduate degree from a U.S. institution
  – For the FY2015, the cap was met early April 7, 2014

• Cap-exempt employers
  – Higher education institutions
  – Non-profits affiliated with higher education institution
  – Non-profit research organizations
  – Governmental research organizations
H1B Application Procedures

- Employer files
  - Labor Condition Application with U.S. Department of Labor
  - Petition for Nonimmigrant Worker with USCIS
- April 1 – application window opens
H1B Application Procedures

• Fees
  – Depends on type of employer, processing and attorney fees, country of citizenship
  – Base fees range from approx. $1,500 - $2,300
  – For some companies, additional $2,000 fee
  – Premium processing fee of $1,225
  – Attorney fees start at approximately $1,000

• USCIS approves petition
  – Start can be no earlier than October 1
OPT+H1B Cap-Gap Provision

• OPT ending before H1B status begins
  – OPT status automatically extended
    • H1B application pending
    • H1B application approved
  – Must contact DSO for new I-20
    • Provide DSO with proof of H1B approval
Remember

• Always check with your International Student Advisor before accepting any offer of employment if you are unsure if it is suitable
• Report all changes in OPT employment, address, and email address/phone number
• No unauthorized employment!
Remember

• I-Place is available for questions at any time
  – iplace.claremont.edu
  – ipoffice@cmc.edu
  – 909-607-4571

  – Or Come See Us!!