

# Careers Forum For International Students

## Agenda: Tuesday, January 13, 2009

- 1:30 - 2:00 p.m. Registration & Check in
- 2:00 - 3:30 p.m. Panel Discussion
- 3:30 - 4:00 p.m. Question & Answer Session

**Note:** Professionals are generally not in a position to make hiring decisions. However, they can provide insight on the proper channels for pursuing employment opportunities in their fields.

## Suggested Networking Questions

- At what point in my job search should I share my international status with a potential employer?
- Do you have any advice for an international student about how to begin a job search?
- Are there any common mistakes that international students should avoid during an employment search?
- Are there any resources where I can find out if employers are willing to sponsor international students?

## Helpful Websites

### International Organization Sites and Resource Databases

High Recognition International Organizations:

- [The Global Fund](#)
- [International Center for Trade and Sustainable Development](#)
- [NATO](#)
- [OXFAM](#)
- [Pan American Health Organization](#)
- [United Nations](#)
- [World Bank](#)
- [World Trade Organization](#)
- [World Health Organization](#)
- [YMCA](#)
- [International Youth Foundation](#)

International Resource Databases:

- [Major Health Organizations](#)
- [Source for international organizations](#)
- <http://www.library.northwestern.edu/govpub/resource/internat/igo.html>

### International Job Resources

International Job Sites for full-time positions and internship opportunities: Many sites also feature information about moving overseas, legalities and cultural awareness”

- <http://www.internationaljobs.org>
- <http://www.jobsabroad.com>
- <http://www.transitionsabroad.com>
- <http://www.goingglobal.com>
- <http://www.overseasjobs.com>
- [LanguageCorps](#)
- <http://www.jobpilot.net>
- <http://www.bond.org.uk>
- <http://www.rileyguide.com/internat.html>

### Miscellaneous

- [Foreign Labor Certification Data Center: Online Wage Library](#)
- [Who Got H-1B Visas Petitions Approved Last Year? Look At The List](#)

## International Student Office

The International Student Office (ISO) provides a range of support services to international students, including assistance with matters related to their non-immigrant visa status. These services include assistance to students in filing employment applications to the U.S. government for permission to work off-campus for university internship courses and for up to one year after completion of studies (termed "Curricular Practical Training" and "Optional Practical Training" respectively). International students who are interested in continuing past the one year of OPT allowed under law are strongly encouraged to seek the advice of a competent attorney who specializes in immigration law.

## Professionals



This icon indicates that the presenter is involved with the Alumni Sharing Knowledge (ASK) volunteer network. For more information about ASK, visit <http://ASK.depaul.edu> or e-mail [ASK@depaul.edu](mailto:ASK@depaul.edu).

### ANNA AGNEW

HR & Immigration Specialist

Morningstar, Inc.

B.A., Global Studies, University of Iowa

M.A., International Public Health, University of Sydney, Australia

Expertise: Immigration matters, International Transfers, Company-wide event planning

Website: <http://www.morningstar.com/>

### STANIMIRA KOSTOVA

Consultant

Alpine Consulting, Inc.

B.S., Technical University of Sofia, Bulgaria

M.S., Information Systems, DePaul University

Career History:

Java Developer Intern, Alpine Consulting, Inc.

Expertise: Java/Java EE. IBM WebSphere Commerce V6

Career Transitions: Before starting her MS degree, she worked as a technical support (2001-2004) in a small company in Sofia, Bulgaria. She also had various other jobs (such as administrative assistant) that were not in the IT field.

Website: <http://www.alpineinc.com/>

### LISA SCOTT

Attorney

Scott Immigration Law Firm

B.A., Vassar University

J.D., Case Western Reserve University

Expertise: Immigration Law

Professional Certifications: Former Chair of American Immigration Lawyers Association, Chicago

Website: <http://www.scottimmigration.com/>

### EDUARDO SCOZ

Senior Software Engineer

Redpoint Technologies

B.S., Computer Science, UNISUL, Brazil

M.S., Software Engineering, DePaul University

Career History:

Creator and Developer, Mapia.com.br

Student Worker (CTI Support Analyst and Developer), DePaul University

Support Analyst and Developer, Stefanini Consulting (Brazil)

Software Developer, Fundacentro (Brazil)

Expertise: Software Engineering (.NET, Java and Ruby), Agile Software Development (Scrum, Extreme programming), Enterprise Software Integration and SOA (Service Oriented Architecture), Distributed Software Development, Web application development

Website: <http://www.redpointtech.com/>



DEPAUL UNIVERSITY

CAREER CENTER

Loop Office: DePaul Center, Suite 9500, (312) 362-8437

Lincoln Park Office: Schmitt Academic Center, Room 192, (773) 325-7431

Website: <http://careercenter.depaul.edu>

## Optional Practical Training (OPT) Procedures

1. Register in-person for an Optional Practical Training (OPT) Processing session offered by the International Student Office (ISO). You may register for a session only after you collect and submit ALL items listed in the section "ITEMS NEEDED TO REGISTER FOR AN OPT SESSION," You must submit all items and register at least one day in advance of the session you would like to attend.
2. OPT Processing sessions are offered on a bi-monthly basis. Please plan well in advance if you wish to receive your EAD card on a timely basis. Your OPT application must be received at the Nebraska U.S. Citizenship and Immigration Service (USCIS) Center no later than 60 days following your program completion date. As soon as you have met all degree requirements, you are considered by the government to have completed your program, regardless of when your degree is posted by DePaul University. Please note that you will not be eligible to receive the recommendation necessary for practical training authorization after 60 days following completion of degree requirements. USCIS may take 90 days to adjudicate OPT applications, and 12 months of post-completion OPT can only be used within the 14 months following your program completion date. Therefore, it is best to plan ahead when applying for OPT.
3. Please arrive on time and bring these three items to the OPT session:
  - **Passport**
  - **I-94 card**
  - **Original I-20****Any student who arrives late or unprepared will be rescheduled for the next OPT session.**
4. Pick up your completed OPT application packet from the ISO one week after attending the session.
5. Attach a money order to your application, payable to "DHS", for \$340.00. After purchasing the money order at a bank or currency exchange, clearly print your full name and I-94 # on the front of the money order. Please make sure that you do NOT sign or print any information on the back of the money order, as doing so will make it unable to be cashed by DHS and will cause delays in the processing of your application. Tear off the receipt page for your records. (Note: The DHS will not accept a personal check). Also include two photographs of yourself, taken EXACTLY according to the USCIS instructions. The photograph instruction sheet is included in this packet. As of September 1, 2004, USCIS is requiring passport-style photos with all applications. On the back of the photographs, in pencil, print clearly your name and I-94 #.
6. Paper clip the following two items to the top of your application:
  - Money order
  - Photographs
7. The ISO will return your application to you in an envelope that is pre-addressed to the USCIS (United States Citizenship and Immigration Services). After attaching the money order and photographs, take your application to the post office; if you wish, you can inquire about express delivery and/or package tracking options.
8. Expect a "receipt notice," or form I-797 from USCIS in 4 to 6 weeks after mailing your application. The receipt notice will indicate an "estimated processing time."
9. If you do not receive your EAD card within the "estimated processing time" indicated on the I-797 form, notify the ISO. Please wait until the maximum estimated processing time has passed before you contact the ISO for assistance.
10. During post-completion OPT, please e-mail your employer's name and address and your dates of employment to [isorecept@depaul.edu](mailto:isorecept@depaul.edu) with the subject heading, "OPT Validation" within 10 days of the employment change or update. Please also send a new e-mail every six months to confirm your existing employment or to update ISO with a change, if applicable.

### ITEMS NEEDED TO REGISTER FOR AN OPT SESSION

PLEASE NOTE: YOU WILL BE ABLE TO MAKE AN APPOINTMENT FOR THE OPT SESSION ONLY AFTER YOU HAVE SUBMITTED TO THE INTERNATIONAL STUDENT OFFICE (ISO) ALL OF THE FOLLOWING ITEMS:

- Completed "Academic Advisor Recommendation Form."
- Unofficial transcript verifying your full-time enrollment since the beginning of your studies at DePaul. This is available through the "For Students" section under "Records and Registration" on Campus Connection at <https://campusconnect.depaul.edu>.

Make TWO CLEAR copies of each of the following items on separate pages:

- Passport
- Name and bio-data
- Photograph
- Expiration date
- Passport number
- Most recently issued visa
- Front of your I-94 card
- Back of your I-94 card
- EAD card (if you have previously been issued an EAD card)
- Corresponding I-20 for EAD card – pages 1 and 3 (if you have previously-issued EAD card)
- All DePaul I-20s issued to authorize CPT (Curricular Practical Training) – pages 1 and 3

When making photocopies, be certain that the photocopy quality is good, and that the copies are clear and easy to read. Be sure that any red ink date stamps from DHS show clearly on your photocopies.

Once you have collected and submitted to the ISO all of the items listed above, you will be able to make an appointment for an OPT Processing session. For upcoming session dates and times, please consult the monthly advising calendar found on our website at: <http://studentaffairs.depaul.edu/iso/advising.html>. Registration will be accepted as early as one week prior to a session, and must be completed no later than the day before the session will be held.

# Curricular Practical Training (CPT) Procedures

## Qualifications – in order to be eligible for Curricular Practical Training Authorization, you must:

1. Have been a full-time student in the U.S. for at least one academic year (three quarters) or be a graduate student who is required by your academic department to begin internship immediately.
  2. Be currently enrolled full-time in a degree program and maintaining F-1 status.
- To qualify as practical training, employment must be related to your field of study and appropriate for your level of study. You will be required to submit a signed CPT Academic Advisor Form verifying this.
  - We may grant the curricular practical training only for the beginning and ending dates that correspond to the quarter during which you are registered for the related academic credit. You may work ONLY during the period specified by the curricular practical training authorization; these dates will appear on page 3 of your SEVIS I-20. You are required by law to obtain permission BEFORE you begin your employment regardless of whether it is a paid or unpaid internship.
  - Your practical training employment is valid only for the dates of authorization. The dates of authorization will correspond to the beginning and end dates of the quarter. Please refer to these dates for upcoming quarters:

### Fall Quarter 2008

Start: September 10, 2008  
End: November 25, 2008

### Winter Quarter 2009

Start: January 5, 2009  
End: March 20, 2009

### Spring Quarter 2009

Start: March 30, 2009  
End: June 12, 2009

- Part-time vs. full-time curricular practical training authorization:
  - Curricular practical training must be authorized as part-time during the academic year. Part-time curricular practical training is limited to a maximum of 20 hours per week for your total employment (including both on- and off-campus employment).
  - Full-time curricular practical training can be authorized:
    - During the student's annual vacation
    - During the academic year ONLY if the degree program has a mandatory practicum that requires students to complete more than 20 hours of work per week
- F-1 and J-1 students must get authorization BEFORE beginning off-campus employment whether it is paid or unpaid. If you have questions about whether or not you need some form of authorization, please see an advisor BEFORE you begin working. Working off-campus (whether it is paid or unpaid) without authorization could constitute illegal employment and thus result in loss of your lawful F-1 student status.
- Credit vs. Non-credit CPT authorization. There are two types of experiences that qualify as curricular practical training: (1) Credit option: the student is granted academic credit by his/her department in conjunction with the work experience. Curricular practical training is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school; (2) Non-credit option: any work experience which is required of all students in the academic program, regardless of whether or not the student is given academic credit. (An example of this would be a required practicum, for which credit is not granted.)

## STEPS TO TAKE IN ORDER TO OBTAIN CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION FROM THE ISO:

1. Read this document in its entirety to make sure you understand the parameters of CPT authorization.
2. Prepare the following documentation:
  - A completed Curricular Practical Training Academic Advisor Form (on green sheet, available in hard copy from the ISO, or online at <http://studentaffairs.depaul.edu/iso/forms.html>). The top portion of this form must be completed by your academic advisor or by the person who will be adding the course for you. All of the employer information MUST be completed as this information is required as part of the authorization in SEVIS (zip codes can be found online at [www.usps.com](http://www.usps.com)). Please note: in order for your academic advisor to complete the form, you will need to provide a job offer letter from your prospective employer that details your job duties, hours, and starting and ending dates. (In the case of ISP 250, 251 or 350, you will need to contact Carrie McAteer-Fournier in the Career Center and attend an ISP orientation session.)
  - Proof that you have been enrolled full-time since you started your studies at DePaul and for at least one academic year. To show this, you can print your unofficial transcript from the Campus Connection website: <https://campusconnect.depaul.edu>. You will also need to show that you are currently ENROLLED in the internship course for the quarter that you are requesting authorization. We will NOT be able to allow you to attend the session and receive an authorization until the internship course is showing on your Campus Connection unofficial transcript.
  - Computer print-outs of your addresses from Campus Connection (home, mailing and permanent addresses are all required).
  - Your passport and I-94 card (only if you have traveled recently or you have extended your passport, and we do not already have photocopies of these new documents).
3. Once you have compiled ALL of required documents (items listed above under #2), please visit our office or contact our reception to register for a mandatory CPT Processing Session (attendance at this session is required of all students seeking CPT authorization--even those who have been previously authorized for CPT at DePaul). The session schedule can be obtained online at <http://studentaffairs.depaul.edu/iso/advising.html> or in hard copy at the ISO.
4. Attend the CPT Processing Session for which you have registered and submit your request for CPT authorization. Please make sure to bring all of the documents listed under #2 to the session. Incomplete documentation will result in delayed processing of your request.
5. Collect your updated I-20 (showing CPT authorization) from the International Student Office prior to the start of your employment. You will need your new I-20 with you on your first day of your internship to demonstrate your legal authorization for off-campus employment.
  - Your new SEVIS I-20 reflecting your CPT authorization will be ready for you to pick up from the front desk of the International Student Office after 1:00 p.m. one week from the date you submitted your complete request during a CPT Processing Session.

Please note that students who have received one year or more of full-time CPT are ineligible for post-completion OPT