GENERAL F-1 EMPLOYMENT

Students must apply for written employment authorization to the United States Student and Exchange Visitors Information System (USCIS) through the International Student Services (ISS) prior to engaging in any employment activity. Unauthorized employment will result in a loss of immigration status, and may subject you to severe immigration penalties.

ON-CAMPUS EMPLOYMENT

To be eligible for on-campus employment, a student must be in good academic standing and registered as a full-time student and has maintained a valid F-1 status. On-campus employment may not exceed 20 hours per week when school is in session and 40 hours per week during annual vacations and holidays.

Eligible employers may include any department or unit of Howard University, outside firms providing on-campus services to Howard students (such as food services), or an off-campus organization contractually affiliated with Howard University for educational purposes. Compensation must be received through Howard University for the employment to be considered on-campus.

EMPLOYMENT WITH AN INTERNATIONAL ORGANIZATION

To be eligible, a student must be in good academic standing and has been registered as a full-time student since his/her last arrival into the U.S. in F-1 status. The student must also have been in valid F-1 status (with a Howard University Form I-20) for a minimum of 9 consecutive months immediately prior to submitting an application -- this includes transfer students from other U.S. universities.

Employment with organizations such as the IMF, World Bank, and Inter-American Development Bank may be authorized to students who receive employment offers from such organizations. Application instructions should be obtained from the hiring organization. The application process may take 4 to 12 weeks once the application is submitted to the United States Citizenship and Immigration Services (USCIS).
CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) was established by USCIS to enhance a student's classroom instruction with practical employment experience. The employment experience must be directly related to the field of study. The USCIS has established narrow parameters for use of this employment category to ensure the educational benefits of such employment experiences. Any employment experiences designated as Curricular Practical Training must be an integral part of an academic program, i.e. degree requirement or credit experience. CPT employment may be authorized by the International Student Advisor if the employment activity is an integral element of a student's academic program. An academic dean, chairperson or advisor must certify that the student will receive academic credit for the proposed employment activity, or that it is a required component of the degree program. CPT authorization may be granted for either full-time or part-time employment. Students who receive twelve months of full-time CPT employment authorization will lose all eligibility for Optional Practical Training (OPT).

The application process may take four to five days once the application is submitted to ISS. Please refer to the CURRICULAR PRACTICAL TRAINING handout for additional information.

OPTIONAL PRACTICAL TRAINING (OPT)

To be eligible, a student must be in good academic standing and has been registered as a full-time student since his/her last arrival into the U.S. in F-1 status. The student must also have been in valid F-1 status (with a Howard University Form I-20) for a minimum of 9 consecutive months immediately prior to submitting an application. This includes transfer students from other U.S. universities.

Optional Practical Training employment authorization may only be used for employment directly related to a student's major field of study. Acceptable types of employment situations include summer internships, non-credit cooperative education programs, etc. OPT may be granted 1) for summer vacations, 2) during the academic year for students who have not completed all course work, 3) following completion of all course work, including comprehensive examinations, but prior to completion of the degree program 4) following completion of all degree requirements, including Master's thesis (if applicable) and Doctoral dissertation. The application process may take 4 to 12 weeks once the application is submitted to USCIS.

Please refer to the OPTIONAL PRACTICAL TRAINING handout for additional OPT information.
EMPLOYMENT FOR ECONOMIC HARDSHIP

To be eligible, a student must be in good academic standing and has been registered as a full-time student since his/her last arrival into the U.S. in F-1 status. The student must also have been in valid F-1 status (with a Howard University Form I-20) for a minimum of 9 consecutive months immediately prior to submitting an application.

This type of employment authorization may be granted only to students facing severe economic hardship and unforeseen financial difficulties. Students must have also exhausted all other employment options prior to applying for need-based employment authorization. Such authorization may be granted for up to 20 hours per week when school is in session and 40 hours during annual vacations and holidays. Please refer to the Employment for Economic Hardship handout for additional information.

The application process may take 4 to 12 weeks once the application is submitted to USCIS.