The purpose of this brochure is to illustrate options available for hiring international students from Stanford Graduate School of Business (GSB) for internships during the summer between their first and second years and for career opportunities after graduation. International students are allowed to obtain work authorization under specific circumstances, whether during their studies or after graduation.

The precedent for international students to obtain temporary U.S. work authorization is longstanding and well-established, and the application process is straightforward. The Bechtel International Center at Stanford University works with students to facilitate employment authorization, which is ultimately issued by either the Bechtel Center or the United States Citizenship and Immigration Service (USCIS).
All international students who are neither U.S. Citizens nor Permanent Residents enroll in academic programs under one of two non-immigrant student visa types, an F-1 or J-1. Since the majority of international students at the GSB are F-1 student visa holders, the focus of this guide will be on how to hire an F-1 student.

Please note that a Social Security Number alone is not sufficient proof of work authorization for international students. It is critical that employers confirm an international student’s work authorization prior to employment start date to prevent any liability for the student and the employer in the future.
Hiring an F-1 International Student for a Summer Internship

Curricular Practical Training (CPT) is work authorization that allows F-1 student visa holders to accept employment in their academic field after one year of full-time study. Stanford GSB students are eligible to work part-time or full-time during the summer quarter (typically beginning in mid-June).

Duration: For Stanford GSB F-1 students, the internship start and end dates must correspond to the University's summer quarter schedule for that respective academic year.

12 months of full-time CPT eliminates eligibility for OPT. Part-time CPT employment does not affect eligibility for OPT.

Employer Role: Applying for CPT is solely the responsibility of the student and therefore requires no action on the part of the hiring organization.

Student Role: After the student has been offered a summer internship, he or she submits an online application providing the internship start and end dates as well as the organization's name and complete physical address. This process is facilitated by the GSB MBA Program Office and the Bechtel International Center at Stanford University. In accordance with U.S. immigration regulations, Stanford GSB students who engage in part-time or full-time CPT must also enroll in a concurrent academic course.

Cost and Processing Time: There is no cost to the employer. The processing and approval time for CPT is within 5-10 working days.
Hiring an F-1 International Graduate for a Full-Time Internship—Initial 12 month OPT

Optional Practical Training (OPT) is work authorization that allows F-1 student visa holders who have graduated to gain practical work experience related to their major field of study.

Duration: 12 months for F-1 graduates of Stanford GSB (Please note, any time spent in Pre-OPT status prior to graduation will be deducted from the 12 months OPT period.)

Employer Role: Applying for OPT is solely the responsibility of the student and therefore requires no action on the part of the hiring organization. OPT can be granted to the student with or without an offer of employment.

Student Role: Obtaining OPT work authorization is a two-step process. First, the F-1 student submits an online application which is processed and approved by an international advisor at the Bechtel International Center. Second, the F-1 student mails in her/his completed Bechtel documentation and required fee to the USCIS to secure OPT work authorization. Once approved, the USCIS issues an Employment Authorization Document (EAD) card as proof of work authorization for the 12-month period.

Cost and Processing Time: There is no cost to the employer. Bechtel processes the student’s OPT documentation within 5-10 working days. The USCIS processing time for OPT takes an average of 60 days but can take up to 3 months; therefore, students are encouraged to apply as early as 90 days prior to graduation. The new employee must have the EAD card in hand to start work.

Hiring an F-1 STEM Graduate for Practical Training—24 Month STEM OPT

An additional 24 months of OPT work authorization (for a total of 36 months) allows F-1 student visa holders who have graduated with a degree in Science, Technology, Engineering or Math (STEM) to gain extra practical work experience related to their STEM field.

Duration: 24 months for F-1 graduates of Stanford GSB

Employer Role:
• Be E-Verified and in good-standing.
• Prepare and implement a formal training program to support the student’s academic learning through practical experience. The training program is signed by both the employer and student, and submitted to Bechtel for approval. A report of the student’s progress is submitted to the DSO mid-way and at the end of the 24-month program.
• Report termination of employment to the DSO within 5 business days.
• Provide an employment opportunity similar to U.S. workers in duties, hours, and compensation. Attest that:
• The company has enough resources and trained personnel available to appropriately train the student;
• The student will not replace a full- or part-time, temporary or permanent U.S. worker; and
• Help the student attain his or her training objectives.
• Be prepared for a government agent worksite visit to verify STEM OPT program requirements are being met.

Student Role: The F-1 student signs off on the training program and then submits an online application which is processed and approved by an international advisor (DSO) at Bechtel. The F-1 student mails in her/his completed Bechtel documentation and required fee to the USCIS to secure STEM OPT work authorization. Once approved, the USCIS issues an Employment Authorization Document (EAD) card as proof of work authorization for the 24-month period.

Cost and Processing Time: There is no cost to the employer. Bechtel processes the student’s STEM OPT documentation within 5-10 working days. The USCIS processing time for STEM OPT takes an average of up to 3 months. The STEM OPT Extension must be filed prior to the expiration of the OPT period. If students file their STEM OPT extension applications on time and their OPT period expires while their extension application is pending, USCIS will extend their employment authorization for 180 days.
Hiring and Retaining Long-Term Global Talent

**H-1B Visa:** Applications for H-1B visas are submitted to the USCIS by the sponsoring company on behalf of the international employee. Only 65,000 H-1B visas are given out for candidates who have completed undergraduate degrees, and an additional 20,000 are available for those who have completed graduate degrees in the U.S.

**Duration:** H-1B visas are initially granted for three years, but can be renewed for a total of six years.

**Employer Role:** The employer is responsible for filing the H-1B application on behalf of the international employee. Many companies find that retaining an experienced immigration attorney is helpful to facilitate the process.

**Cost and Processing Time:** Inclusive of attorney and USCIS application fees, the total cost to apply for an H-1B visa is between $5,000-7,000. The earliest date to apply for an H-1B is April 1. Historically, there has been a high demand for H-1B visas so it is strongly recommended that applications arrive at USCIS within five business days after April 1. Approved H-1B visas become effective October 1.

**Recommended Timeline:** The employer should file the H-1B application after a student has graduated from the GSB. If the application is filed prior to the student receiving his/her degree, the application will not have the higher probability of getting into the lottery as it will be based on a lower degree or a foreign Master’s degree.

**Special Cases:** Some non-profit, research and educational institutions are able to secure additional H-1B visas not subject to the yearly quota of 85,000. Citizens of Chile and Singapore, through a treaty with the U.S., are provided with a special allocation of 6,800 H-1B visas; as a result, these citizens have an easier time securing U.S. work authorization through the H-1B visa. Their special visa is referred to as H-1B1 and is given in one year increments, eligible for renewal indefinitely.

In April 2008, a new law was established to enable those with an approved H-1B application to remain employed during the transition period between the end of opt and the start of H-1B. The new law eliminates any gaps in employment previously experienced in the transition from OPT to H-1B.
For employers wishing to hire a J-1 visa holder, there is no fee involved or action to be taken. The J-1 student simply obtains authorization from his/her visa sponsor (e.g. The Fulbright Program) to work for up to a total of 18 months. It is the sole responsibility of the student to complete the online application process and approval is generally granted within 5-10 working days. Consult Bechtel International Center's website for more information:

Other Visa Options and Fees

**TN-1 Visa:** Canadian or Mexican citizens who will be working in, but not limited to, the areas of the areas of accounting, finance, market research, economics or management consulting may be eligible for the TN-1 visa. The current processing fee is $56 at the Border, or $325 filing with USCIS. The visa is valid for up to 3 years after which the employee must request an extension of stay through his/her employer.

**L-1 Visa:** The L-1 visa is an intra-company transfer visa. Employees must work at the same or an affiliated company outside of the U.S. for a minimum of one year in a management level role before being transferred to the U.S. The current processing fee is $825. The visa is valid for three years and may be extended for an additional two years, until the employee has reached the maximum limit of seven years.

**O-1 Visa:** The O-1 visa is a temporary work visa available to those foreign nationals who have "extraordinary ability in the sciences, arts, education, business or athletics" which "have been demonstrated by sustained national or international acclaim." US Immigration interprets the statute very broadly to encompass most fields of creative endeavor. For example, chefs, carpenters and lecturers can all obtain O-1 visas. Some recent students may qualify for the O-1 visa based on their experience, education and contributions to their field of expertise.

**E-3 Visa:** Australians working in professional positions in the U.S. may be eligible for the E-3 visa. The current processing fee is $209. The visa is valid for 24 months but may be renewed.

**E Visa:** The E-1 and E-2 visa status for Treaty Traders and Treaty Investors allows temporary admission to Foreign Nationals of countries that have a commerce or investment treaty with the United States. The visas allow Foreign Nationals to conduct substantial trade in the U.S. or to make investments by either purchasing a controlling interest in an existing U.S. business or establishing a new business venture. Major foreign companies that establish a presence in the United States generally qualify for E-2 status. This status provides an excellent vehicle for easily hiring international graduates who have the same nationality as the foreign base company. Also, unlike the L-1 status which requires at least year prior employment with the foreign entity, E beneficiaries can be new hires. The current processing fee is $205.00. For most countries, the visa is valid for five years, and may be extended indefinitely.

**Possible Additional Fees:** In some cases, there is a required visa issuance reciprocity fee, if applicable. Please consult the United States Department of State, Visa Reciprocity Tables to find out if you must pay a visa issuance reciprocity fee and what the fee amount is.

CPT: Consult Bechtel International Center's website for more information. OPT: Consult Bechtel International Center's website for more information. STEM: Consult Bechtel International Center's website for more information.
Related Topics

**Verifying Work Authorization:** Consult your HR representative to determine what documentation will be needed to complete the I-9 form (Employment Eligibility Verification) for CPT. Proof of U.S. work authorization under OPT can be verified by the student’s EAD card.

**Social Security Number:** Once a student has secured an I-20 (Certificate of Eligibility for F-1 Student Status) endorsed for CPT or OPT by the Bechtel International Center, he or she is then eligible to apply for a Social Security Number (SSN) up to 30 days before the start date of employment. To obtain an SSN, the student must apply with the local Social Security Administration office.

Social Security Number must be requested prior to employment ending date.

Helpful Resources

**Immigration Attorneys:**
www.ilw.com

**United States Citizenship & Immigration Services (USCIS):**
www.uscis.gov/portal/site/uscis

**Immigration & Customs Enforcement (ICE):**
https://www.ice.gov/contact

**Department of Homeland Security (DHS):**
www.dhs.gov/index.shtm

**Bechtel International Center at Stanford University:**
https://bechtel.stanford.edu/immigration/employment

**CPT:** Consult Bechtel International Center’s website for more information. **OPT:** Consult Bechtel International Center’s website for more information. **STEM:** Consult Bechtel International Center’s website for more information.