



SIMON SCHOOL MBA INTERNSHIPS FOR INTERNATIONAL STUDENTS

F-1 Curricular Practical Training & J-1 Academic Training Options

F-1 students:

- You must be in F-1 status 3 quarters (one academic year) to be eligible for off-campus employment.
- Full-time students who transferred from other schools, or were legally eligible to be full-time students in another status may also be eligible.
- The application process starts with a job offer letter
- The application process takes about one week.
- You must be registered for a 1-credit course (GBA 490) in order to be eligible for Curricular Practical Training.
- This training will not normally be deducted from your 12 months of Optional Practical Training (OPT), which most students save to use after completion of their degree.
- Students who have used CPT in other programs should see an ISO advisor to evaluate any effect on OPT.

How to apply:

1. **Make an appointment to see an International Student Advisor in the ISO and bring:**
 - a. Job offer letter stating:
 - Employer
 - Location
 - Job title
 - Job description
 - Number of hours per week
 - Start date
 - End date (*Students wanting to work beyond this date must apply to the USCIS for Optional Practical Training, if eligible, which takes up to 3 months to be approved.*)
 - b. Academic Advisor's recommendation letter from Ronald Hansen, Sr. Assoc. Dean (CGS Hall Rm. 2-202E)
 - c. Proof of registration for Course GBA 490, American Business Practices, from the Simon Registrar (1 credit course, fee waived)
 - d. Transcript showing full-time enrollment for 3 quarters
2. ISO Advisor will issue a new SEVIS I-20 authorizing employment
3. **DO NOT BEGIN WORK UNTIL** you receive the authorization from the ISO.

J-1 Students:

- You do not need to register for GBA 490 to be eligible unless you choose to.
- You must apply for Academic Training, which will be counted, against your 18 month total.
- The sponsor of your J-1 program must approve all Academic Training.
- You do not need to be in J-1 status for any time period to be eligible.

How to apply:

1. Make an appointment to see an International Student Advisor in the ISO (or your J-1 Sponsor if not the UR) and bring:

- a. Job offer letter stating:
 - Employer
 - Location
 - Job title
 - Job description
 - Number of hours per week
 - Start date
 - End date
 - b. Academic Advisor's Form (available in ISO with J-1 Academic Training packet) completed by Ronald Hansen, Sr. Assoc. Dean (CGS Hall Rm. 202E)
 - c. Transcript showing full-time enrollment
2. If all eligibility requirements are met, a Responsible Officer of the J-1 Visa Program in the ISO, (if we are your sponsor), will give you a letter authorizing you to begin your academic training. Do not begin work until you have this authorization in writing.

Tax Implications for F-1's and J-1's :

In general, as F-1 and J-1 students, you are exempt from Social Security (FICA) taxes your first 5 years in the U.S. as long as you continue to declare non-resident status for tax purposes (see Internal Revenue Service Publication 519, "U.S. tax Guide for Aliens").

Unless you qualify under a tax treaty between the U.S. and your home government, your earnings as a F-1 or J-1 student will be subject to applicable state, federal and local taxes. Employers are required by law to withhold those taxes from your paychecks. By April 15, you must file a federal income tax return and a "Required Statement", Form 8843, covering the prior calendar year to determine whether you owe more taxes or have a refund coming. You should also file a state income tax return in the state in which you were employed.

****Employment without proper authorization is a serious violation of your status. Before you start any kind of employment, you should first consult with an International Student Advisor in the ISO.**