

Foster

School of Business

UNIVERSITY *of* WASHINGTON

Recruiting Guide: International MBA Students

MBA Career Management
Michael G. Foster School of Business
University of Washington

Overview

MBA Career Management at the University of Washington's Michael G. Foster School of Business welcomes and supports employers interested in hiring our international students. This guide provides guidelines to some of the most important questions and concerns on the minds of hiring managers and HR departments.

The Foster School of Business MBA program is proud of the rich diversity of its student population. We take pride in our ability to attract a motivated set of professionals representing an array of countries, cultures and ethnicities into our MBA program. Our international students bring rich perspectives and experiences from the increasingly globalized world that we live and work in each day.

International MBA students are widely recognized as talented individuals with extensive work experience in multi-national organizations, and in multi-lingual and team-based environments. Companies hiring international students have benefitted from their divergent thinking on global issues, cross-cultural awareness of market dynamics, and the general ability to apply knowledge to ever-changing competitive situations in today's business world.

High Quality Recruiting at Foster

Foster's MBA Career Management staff is prepared to assist you in identifying your ideal candidate, be it an international or domestic student for summer internships or full-time employment. We endeavor to provide the following services to our highly-valued employers to make the process easier.

Candidate Selection

Our class size enables us to get to know each of our students. We regularly help employers meet their hiring needs. We can provide you with a resume book customized to your needs at

your request. We will also post your opportunities at no charge on our student recruiting system so we can reach full-time and part-time students for you as well as MBA alumni.

Opportunities for Visibility

We work closely with our employer partners to provide appropriate visibility for their companies and opportunities with our students. While this can take many forms, the more popular options include:

- ***Meet the Firms/Fireside Chats*** - These on-campus events offer you an opportunity to tell your story to a group of students. You can share company history, mission, goals, etc. to excite students about your organization while sharing insights about the opportunities available. We will book a room for you and will promote the event with students.
- ***MBA Career Fairs (Fall Forum/Winter Forum)*** – Join us in October or February for an MBA career fair to meet a wide range of students and to interview on-site if you'd like. Students seeking both full-time positions and internship opportunities will participate.

Work Authorization Process

We work closely with International Student Services (ISS) at the University of Washington to proactively advise our international students on questions regarding immigration status, work authorization requirements and employment.

Internships and Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is temporary authorization for practical training directly related to a student's major field of study. "Practical training" can include employment, internship experience (paid or unpaid), cooperative (co-op) education experience, practicum participation, etc. The University of Washington's International Student Services (ISS) is authorized by Department of Homeland Security (DHS) to issue Curricular Practical Training (CPT) for its international students in F-1 status.

CPT authorization is location, employer and date specific. Students are required to have attended school for one academic year (3 quarters) for CPT authorization. International

student-employees who accept internship offers will provide documentation stating their eligibility for that work period.

In summary, CPT is used primarily for MBA summer internships:

- Upon successful completion of their first academic year of the full-time MBA program, Foster MBA students in F-1 status are allowed to seek authorization for their internship opportunities through Curricular Practical Training (CPT).
- Summer internships are an integral part of the Foster MBA experience and all international students obtain internships.
- To hire an international student for an internship, the employer must provide an offer letter to the student specifying the detailed terms of employment including a start and end date. It is the student's responsibility to obtain the CPT authorization through ISS, a process that takes approximately two weeks.
- Upon approval of the CPT authorization, ISS will provide the student information on how to obtain a Social Security number, if necessary.
- Students are eligible to work only within the dates and at the location specified in the CPT work authorization. CPT appointments are employer, site and duration specific. Any change of work location, employer or employment dates during an internship requires a revision of the CPT authorization. Students must notify ISS before the change occurs for renewed approval.
- To remain eligible for subsequent training benefits such as Optional Practical Training (OPT), students cannot participate in more than fifty weeks of practical training through internships or employment.

Full-Time Employment and Optional Practical Training (OPT)

International students are eligible to apply for Optional Practical Training (OPT) – authorizing twelve months of full-time employment in their field of study – in their last quarter before graduation. Students typically apply to the U.S. Citizenship and Immigration Services (USCIS) for work authorization in the spring and if approved, obtain the Employment Authorization Document (EAD) before or shortly after graduation.

If the graduated student requires work authorization beyond the twelve months authorized by the EAD through OPT, the employer may need to sponsor the individual in an alternative status such as H-1B.

Hiring International Students is Easier than You Think

	Internship Part-time Employment	Full-Time Employment	Full-Time Employment
Visa status	<ul style="list-style-type: none"> F-1 visa on CPT 	<ul style="list-style-type: none"> F-1 visa on OPT 	<ul style="list-style-type: none"> H-1B visa*
Timing/Duration	<ul style="list-style-type: none"> Available after completion of their third quarter (in June) Full-time summer internship Part-time work during the second year of school Total duration of employment cannot exceed 50 weeks 	<ul style="list-style-type: none"> Work authorization for up to 12 months after graduation 	<ul style="list-style-type: none"> Initial term of up to 3 years, can be extended up to six years
Student Obligation	<ul style="list-style-type: none"> Obtain CPT authorization from ISS at UW 	<ul style="list-style-type: none"> Apply for OPT with USCIS approximately 3 months before graduation 	<ul style="list-style-type: none"> Work with employer to provide documents required for visa sponsorship
Employer Obligation	<ul style="list-style-type: none"> I-9 verification 	<ul style="list-style-type: none"> I-9 verification 	<ul style="list-style-type: none"> I-9 verification Requires employer sponsorship of the individual
Cost to Employer	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Note: all fees are subject to change by USCIS Petition fees: \$320 Anti-fraud fees range from \$500 for not-for-profits to \$1500 for other entities Optional Premium processing fee is \$1000 Plus cost of legal counsel if necessary

*For more details on the steps involved in a typical H-1B sponsorship process, please visit the USCIS website or contact an immigration law professional. Some firms will have HR departments equipped to file H-1.

Employment Eligibility Verification

The Immigration Reform and Control Act (IRCA) of 1986 prescribes the specific procedures to be followed in verifying the employment eligibility of every person hired after November 6, 1986. All employees, including international students, must complete the I-9 Employment Eligibility Verification Form with the employer.

USCIS has a very detailed I-9 Handbook on-line which addresses many of the questions an employer will face when completing an I-9 form for an international student. For more information please visit http://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify_Native_Documents/E-Verify%20Manuals%20and%20Guides/M-274-Handbook-for-Employers.pdf

Income Taxes

All deductions required by federal and state income tax laws must be taken from the wages of all student-employees. The courts have ruled that compensation for work performed as a student-employee is remuneration for services performed for the benefit of the employer and therefore is taxable. International students on F-1 visas are subject to withholding payment of federal, state and local taxes unless they are exempt by provision of a tax treaty. In cases where a tax treaty applies, students must provide documentation to the employer on Form 8233. Information regarding tax treaties may be found in Internal Revenue Service Publication 901.

Social Security Taxes

Internal Revenue Service Publication 15, Circular E, indicates that most students on F-1 visas are exempt from Social Security tax if the service performed in their internship is related to their student status. Internships are considered work in student status. International students are responsible for showing the employer documentation of their visa status to confirm eligibility

for this exemption. For specific information students should seek the advice of tax professionals.

Employer Frequently Asked Questions About Hiring International Students

Q. Are international students permitted to work in the U.S.?

A. Yes, with proper authorization, eligible students can participate in internships and other employment related to their studies after their first academic year and during their second academic year. With proper authorization, qualifying international students are also eligible for full-time employment after graduation.

Q. What is CPT?

A. CPT (Curricular Practical Training) is training that is an integral or required part of a student's specified curriculum. It is available only while a student is in valid F-1 status, before completion of the program of study. Students may engage in CPT only for a specific employer and location and within the dates approved and recorded by the University's International Student Services (ISS).

Q. What is OPT?

A. OPT (Optional Practical Training) is training that is related to a student's program of study but not required by it. It provides students with practical experience in his or her field of study during or upon completion of a student's program of study. (Pre-Completion OPT or Post-Completion OPT respectively). An eligible F-1 student may be authorized for up to 12 months of OPT per education level.

Q. When and why do students need visa sponsorship?

A. Upon graduation, international students may remain in F-1 visa status and can be employed full-time for up to 12 months. To retain the individual beyond this period, it becomes the

employer's responsibility to sponsor a work visa. Most often, this entails sponsoring an H1-B visa for the employee.

Q. Is there extra paperwork that employers have to file to hire international students?

A. For both CPT and OPT, students are required to obtain advance authorization from the University's ISS in order to participate in an internship or post-graduation employment. Employers do NOT have to complete any extra paperwork for students or recent graduates in these categories.

Q. What is involved in seeking an H-1B for an employee?

A. The requirements for an H-1B petition can be found on the USCIS website: USCIS.gov. Simply, the employer must agree to pay the prevailing wage for the position as provided by the Department of Labor. The employee must meet the qualifications for the job which must be a specialty occupation. Most positions that require at least a bachelor's degree qualify as a specialty occupation. Please consult an immigration professional for specific advice and guidance.

Q. How will hiring international workers benefit my company?

A. A Foster MBA education strives to prepare everyone to meet the demands of a global workforce. Our international students and graduates bring valuable diversity of thought and experience with their global perspective and experience to your organization.

Q. Is the number of available visas limited?

A. There are 65,000 new H-1B visas available every year, plus an additional 20,000 for students with U.S. graduate degrees. Although demand has exceeded supply in two of the three most recent years, availability has been adequate in normalized employment market conditions.

Useful Resources for Employers

Find an immigration attorney in your area	www.aila.org
U.S. Citizenship and Immigration Services	www.uscis.gov
Foreign Labor Certification	www.foreignlaborcert.doleta.gov
US Department of Labor	www.dol.gov
Social Security	http://ssa.gov/pubs/

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For more information about the Foster MBA program and recruiting interns and graduates, please visit our website at:

<http://www.foster.washington.edu/mbacareers/Pages/Recruit.aspx>

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