

Procedure for F-1 Students from Other U.S. Institutions to Work on the UT Southwestern Campus

International students on F-1 visas currently enrolled in a degree program at a U.S. college or university must be specifically authorized to work off campus [8 C.F.R. § 214.1(e).] The University of Texas Southwestern Medical Center considers paid and unpaid internships to constitute employment. Therefore F-1 students enrolled at other U.S. institutions wishing to work at UT Southwestern must obtain specific, appropriate employment authorization from the Designated School Official of the F-1 visa sponsoring institution.

Options for F-1 student off-campus employment include:

Pre-Completion Practical Training—[8 CFR 214.2(f)(10)(ii)(A)(1)-(2)] Pre-completion OPT must be recommended by your Designated School Official and approved by U.S. Citizenship and Immigration Services. Applications must be submitted at least 90 days before the internship will begin. This type of authorization is sometimes used by F-1 students to work during the summer session. You must consult your International Student Services Office to learn whether you qualify and should apply for this. To work at UT Southwestern under this provision you must present your original I-20 form and Employment Authorization Document (EAD) to the UT Southwestern Office of International Affairs, Biomedical Research Building, NL 3.252, 6000 Harry Hines Blvd., Dallas, TX 75390 on or before your first day of employment.

Curricular Practical Training—[8 C.F.R. § 214.2(f)(10)(i)] CPT is authorized by the International Student Services Office of your F-1 visa granting college or university. To be eligible you must be enrolled in a course or courses for which you will earn credit by completing the off-campus internship, or you may be required to earn credit needed to complete your degree program by performing the internship. You must follow your school's instructions to apply. Signatures and information from your academic advisor, Human Resources, and your International Student Services Office may be required. To work at UT Southwestern under this provision you must present your original I-20 form with your DSO authorization to engage in a period of Curricular Practical Training to the UT Southwestern Office of International Affairs, Biomedical Research Building, NL 3.252, 6000 Harry Hines Blvd., Dallas, TX 75390 on or before your first day of employment.

On Campus Employment at an Educationally Affiliated Off-Site location—8 C.F.R. 214.2(f)(9)(i)] Under certain limited circumstances you may be required to work off-campus in order to meet certain degree requirements. This option is known as "on-campus employment at an educationally affiliated off-site location." The educational affiliation must be associated with your school's established curriculum or related to contractually funded research projects at the post-graduate level and be considered an integral part of your educational program.

To be authorized to engage in a period of "on-campus employment at an educationally affiliated off-site location" please have the attached form completed and signed as indicated and present it to the UT Southwestern Office of International Affairs on or before the first day of employment.

Visiting F-1 Student Request to Work at UT Southwestern

INSTRUCTIONS: Form is available from UTSW International Affairs. UTSW faculty mentor should complete, print and sign as indicated, then scan and email to home institution faculty mentor. Home institution faculty mentor should complete, print, and sign as indicated and scan and email to home institution Human Resources Department, which in turn will complete, print, and sign and scan to home institution International Student Services Office. The F-1 student must present the completed form to the UTSW International Affairs Office, with passport, I-94 and I-20, prior to beginning the employment.

Name of F-1 student: _____ Student's Degree Program: _____

Date of F-1 Student's Initial Enrollment in the Degree Program: _____

1) About the off-site employment opportunity:

a) To Be Completed and Signed by UT Southwestern Faculty Mentor Offering the Internship:

- i) Proposed employment start date: _____ Proposed employment end date: _____
- ii) UT Southwestern salary to be paid (if any): _____ per hour/month/year (circle one)
- iii) Printed Name and Signature of UTSW Faculty Mentor: _____ Date: _____

To Be Completed and Signed by Home Institution Faculty Mentor and Relevant Dean of School:

b) Please mark the provision that best describes the off-site employment:

- i) the off-site employment is part of degree program's established curriculum as reflected in the course catalogue and/or student will enroll in, and earn credit toward completion of, a specific course or courses. Please indicate course(s) in which student will register and/or cite course catalogue or other curricular documentation:

If this option is marked, the student must apply for F-1 Curricular Practical Training authorization.

- ii) the off-site employment is associated with your school's established curriculum and/or related to contractually funded research projects at the post-graduate level and is considered an integral part of the student's educational program. Please describe and provide copy of relevant affiliation agreement:

If this option is marked, the student may be authorized to work "on-campus at an educationally affiliated off-site location.

Printed Name and Signature of Academic Advisor: _____ Date: _____

Printed Name and Signature of Dean of College: _____ Date: _____

Please continue to page (3).

Name of F-1 student: _____ Student's Degree Program: _____

2) To Be Completed by the Human Resources Department of the F-1 Granting Institution:

- a) During the period of the proposed employment, the student will be paid by the home institution: _____ YES _____ NO
- i) Hours per week: _____
- ii) Job Title: _____
- iii) Salary: \$ _____ per hour/week/year (circle one)
- b) During the period of proposed employment, the student will be covered under home institution's worker's compensation insurance? _____ YES _____ NO Liability insurance? _____ YES _____ NO

Printed Name and Signature of HR Official: _____ Date: _____

3) To Be Completed by a Designated School Official (DSO) of the F-1 Visa Granting Institution:

- a) The student listed above:
- i) Is registered for a full-time course of study for immigration purposes at the home institution during the requested period of the internship: _____ YES _____ NO
- ii) Meets requirements under the "on-campus employment at an educationally affiliated off-site location" to work at UT Southwestern: _____ YES _____ NO
- iii) If YES, the student is authorized to work from _____ to _____
- i. (End date must coincide with end of academic session for which student is currently enrolled. Authorization must be renewed for each academic session.)

(2) Printed Name and Signature of DSO: _____ Date: _____

4) Please call 214-633-0010 to schedule an appointment to meet with a member of the UT Southwestern International Affairs staff on or before first day of employment. Student must bring completed form, original passport, printed version of electronic I-94 card, and I-20 form to this appointment.. Completed form accepted by:

Printed Name and Signature of UTSW International Affairs Advisor: _____ Date: _____