

Welcome to Portland State University

New Student Employment Orientation



On-Campus Employment

New students are allowed to work up to 30 days before their program start dates

- Receive work authorization from ISSS before you start working
- Work 20 hours or fewer during the term
- Work full time during summer and vacation breaks
- Graduate assistantships are considered on-campus employment
- You are NOT eligible for Federal Work Study

Work Authorization

You can work on campus!

- Visit the Career Connect website <http://portland.experience.com>
- Get an offer letter from your employer
- Request a work authorization from ISSS
- Use that letter to get a social security number
- Show the SSN and your on-campus work letter to Human Resources to get on the payroll!

Social Security Number

A Social Security Number (SSN) is required for all employees in the U.S.

You must have a job offer AND a work authorization letter before you can apply for a Social Security Number

You DO NOT need an SSN to open a bank account, rent an apartment, etc.

Off-campus Employment

F-1 visa holders may NOT work off campus without permission from an ISSS Advisor

After 9 months of full-time enrollment you may receive authorization from ISSS to work off campus through –

- Economic Hardship work authorization
- Curricular Practical Training
- Optional Practical Training

Economic Hardship

Part-time off-campus employment may be authorized by the federal government, if

- You have been a full-time student for 9 months
- Your economic situation changes in severe and unforeseen ways
- You have no other alternatives for funding

Practical Training

Curricular Practical Training

- Internships or coop education
- Must be degree-related
- Authorized by ISSS

Optional Practical Training

- 12 months of field-related work authorization
- Authorized by the federal government

Curricular Practical Training

- Part-time or full-time employment is possible
- Full-time authorization does NOT take precedence over full-time course load
- Employment must be related to your field of study
- Work must be credit-bearing or degree-required
- Credit earned must count toward degree completion
- Work must be authorized by ISS office prior to begin date – one week processing time
- If you work before you have this authorization you are working ILLEGALLY

Optional Practical Training

- Full-time work authorization is possible for 12 months following each higher level degree completed
- Employment must be related to your field of study
- You may work anywhere in the US
- Application is processed in Nebraska and must be received no later than 60 days after program completion
- You may NOT begin working before you have received your authorization

TIMING is crucial! Attend an OPT workshop!

STEM Extension of OPT

Science, Technology, Engineering and Math students may be eligible for a 17-month extension of OPT

- Employer must be enrolled in E-verify
- Once-in-a-lifetime benefit
- Carries special reporting requirements

Maintenance of Status



Keep your I-20 and passport valid

Do not drop below full-time enrollment

Do not work without authorization from ISSS the
Department of Homeland Security

Observe the grace periods and depart in a timely
manner

Update your address in Banweb w/in 10 days of
moving

Notify ISSS of any changes in your academic or
personal life

REMEMBER!!

Your immigration status is your own responsibility. But it can be difficult to know what you can and cannot do while in the United States. That is why we are here to help you. Do not rely on what your friends tell you. Always check with your ISSS advisor, especially when working is concerned.

Do you have QUESTIONS???

Take a look at our website, where you will find more answers – www.oia.pdx.edu

If you don't find what you are looking for there, visit East Hall 101. The office is open from 8-5 every day and advising is generally available from 1-4pm Mon-Thurs.

We look forward to helping you!