Michael: Good morning and thank you for attending the international student employment webinar part of the 2019 pre arrival webinar series from the University of Iowa. Thank you all for attending this morning and let us begin.

So this webinar series is an optional series provided for Incoming International students before you get to Iowa City. Our objectives for this series are to help you arrive and figure out your plans for arriving to Iowa City, to understand the orientation expectations here and your responsibilities as an international student, and to help you transition to your student life and the academic life here at the University of Iowa. All of our webinars are recorded, and they will later be posted online on our website. That’s international.uiowa.edu/prearrival-webinar. And so, a couple of weeks after this presentation, you’ll be able to find the recording online with subtitles, so you can watch it as many times as you need.

During this webinar, if you have any technical difficulties, please let us know by using the chat function. If you have any questions related to the topic for our presenters, please use the Q and A function and ask your questions that way. We will be able to answer those questions live at the end of the webinar, as long as we still have time.

Have you received your I20 or your DS-2019? Most of you have, but if you have not you need to pay your E-ship global mailing fee, and then we will be able to mail your document to you. Once you have your immigration document, we’ll be able to apply for your F1 or J1 visa. Now if you have any questions about this, there’s a lot of information in the pre-arrival checklist in IHawk, and we can also answer questions if you email us at ISSS-orientation@uiowa.edu.

Some important dates just as a quick reminder, orientation is mandatory. For graduate students, your orientation is from August 13 until August 16. For undergraduate students, your orientation is from August 19 to August 23. For everyone, the fall 2019 semester begins on August 26.

Now, let’s do some introductions. So, we have our presenters.

Josh Frahm: Josh Frahm

Pauline Beazer James: Pauline Beazer James

Michael: And my name is Michael Bortscheller. I'm just going to be the moderator for this. I'm going to let our presenters do most of the talking, and with that let us get started.

Well, I forgot one more slide; our goals today. We’re going to help you understand student employment, how to do job searches, what kinds of jobs you are eligible for, and the help that's offered at the University of Iowa. We’re going to give you a breakdown of the student employment impact. We’re going to help you learn about Handshake at the University of Iowa. And we’re going to give you some information about off-campus employment and the immigration permission that you need to have in order to have off-campus employment. And then finally, we’ll be able to answer your questions at the end of the session.
OK and now I'm going to pass it over to Josh, so that he can talk about on-campus student employment.

Josh: Thanks Michael, and I appreciate the invite to talk to all of you today.
Welcome to University of Iowa. So, my name is Josh Frahm the Associate Director of Student Employment Programs with the Pomerantz Career Center here at the University of Iowa campus. My goal today is to give you a little bit of information about student employment, how it works, some of the outcomes we’ve seen from students, and hopefully encourage you to work when you get to campus.

So, one of the things that we obviously do with regards to student employment is help you get a job. So if you come here, and you want a job, and you're struggling to find one, or have any questions regarding student employment, you're absolutely welcome to come see us within the career center. And you will be directed towards me pretty much every time, and I'll be happy to help you out. I can help with everything from job searching to talking to you about specific jobs, but one thing that I focus on and our office focus on with regards to student employment, is really making it more of a learning experience for you. Obviously, education is going to happen in the classroom, and we really feel that a lot of your education when you come here is going to be outside of the classroom as well. So, we've created a three-step developmental approach to student employment through a program called UI STEP. It stands for Student To Employ Professional, and that's pretty much the goal is to have you come in as a student and to leave ready to be a full-time professional wherever you might be in the world. So, through that approach, we do offer some courses specifically for student employees. Within the career center we have over 25 career professional development courses here at Iowa. Our UI STEP course is one of those. So, one of the things that we do is we focus, if you get a job on campus, we focus on helping you make the most of that job on campus. So, helping you learn to identify some of the transferable skills that you're learning on the job, and then also how do you articulate that eventually to an employer when you start searching for things like internships and full-time positions as well for when you graduate. That course is the first part. If you get a job on campus, you will also likely be invited to attend one of our UI step workforce development sessions. So, these are one time, hour and 45-minute sessions. We really focus on similar things to that course just not an entire semester. Like the time, it's a one-time, short developmental session. So, we do focus on helping you identify those skills, talking with fellow students on campus who work in different areas in figuring out how to make the most of that experience. We do spend around 45 minutes at the end really discussing how do you stand out in your job, and how do you really start to create good habits in the workplace. So, we focus a lot on what is the difference between meeting expectations in the workplace and exceeding expectations in the workplace. So we want you to have the knowledge and understanding of what is the difference between somebody who can stay employed, obviously we want that, but how can you end up moving up in that position. So, we do have a number of student positions that offer promotional opportunities as well on campus, and this is one of the ways that we've tried to help get to that point. We do also view your supervisors that you might have on campus. It’s really important parts of your student development and professional development. We have over 2,600 student supervisors on campus. So, part of our approach is providing them a training opportunity as well to help them become better mentors for you as student employees. So, we do partner with International Services once a year to do one specifically on how to supervise international students, and that goes over very well. So, we’re trying to arm them with the skills that they need to be able to supervise you and mentor you as good as possible. So, we do help you find
employment. That's a big part of what we do, but we also really focus on making that experience much more valuable for you.

So, one of the things I always ask students when I get them in those workforce development sessions is, “Do you think that working on campus will actually help or hurt your academic performance?” The vast majority of them talk about the positive impacts that it has. I think one of the things that make it so is just the networking and social development. So, with any incoming students, and especially coming in as international students, that can be a challenge for anybody. So, we really value the workplace as a place where you can create new relationships with students, create relationships with departments, and mentors on campus, and we really found student employment to be a big bridge when you do transition here. So, a lot of students will worry as well, and I get this. In about an hour I'll present to parents coming in for our orientation of the exact same thing, and a lot of their concerns might be, “Does it affect my GPA negatively if I'm working?” And the reality is, we studied this since 2006. Every single year, we’ve seen a positive GPA effect for our students that work. You can see in 2017 it was over a 10th of a point greater and it’s been up to two tenths of a point greater on a couple of occasions. So, we are seeing that positive impact. A lot of that, the reason for that is some of the skills that you see on the top bullets as far as just a skill development you gain. I think one of the big things too, and you learn in orientation, there's so many resources on this campus, and it's great, and you learn a lot about all of them. But, frankly, it's hard to remember all of them, but when you work on campus, you're part of the university. You associate yourself with departments at the university and you get a chance to work with different groups that help increase your awareness of what the resources are on campus that can help you out. So, another thing too, I think that is really big with regards to employment is the improvement with regards to time management. So, when it's time to study, you study. So, if you’re working 10 hours a week per say, we try to make it as flexible as possible. But, you are spending some time doing that which makes it more important that when you do have time to study do that. So, it does help create that structure for students as well.

To give you a little break down just to how student employment goes with regards to University of the Iowa, we have between 6 and 8,000 students that work every year on campus. So, the reality is our university does not function without our student employees. So, to put this in perspective for international students, last year we had over 500 international students work on campus and we would love to always see that number increasing. So, we have part time or work study employees. For all of you, you'll be in the part time category. So, one thing to make you aware of, our jobs range anywhere from one to 20 hours per week. So within that, your job could be anywhere within that time frame. We actually are not legally allowed to have you average more than 20 hours a week within the state of Iowa. So, the focus is making sure that you're able to handle your academics with your work schedule. The jobs that we post, vary greatly between that one and 20 hour range. So, you can find anything from 3 hours to 5 hours to 8 hours. On a year to year basis, we usually fluctuate between the 10 and 12 hour week as far as an average goes for students, but you have the option based on how much you feel comfortable with, to find jobs in that criteria. So, you obviously will get paid for working on campus. The minimum wage at the University of Iowa that we utilize is $8.20, but the most frequent wage we see is $9.50 and our average wage on campus is about $10.25. So, the goal when you do start working is we do have you set up direct deposit with whatever bank you choose to use, and you are paid every other week when you get a job on campus.
Just make sure you have some required payroll forms is your I-9 documentation. If you had a passport that is going to work for both forms that you need. There are a couple other things that you fill out. So just making sure, and Pauline will talk about Social Security number and things like that in her section, but the big thing is making sure you have some of that documentation ready when you’re going to start working.

The Handshake@Iowa. You’re going to hear that a lot when you get here. The reason for that is you’re going to use it your entire time at the University of Iowa. Whether you’re searching for student jobs, weather you’re searching for internships or full-time jobs, we have all of that on one system. So, the goal for you is just to use the same system no matter what job you’re going to be searching for throughout your time here. So, it’s our online job advertising board. So, we recruit. Our job in the career centers is to recruit employers that want to higher Iowa students. Those are the employers that are coming to our sites. We update that every single day with any job in those three categories I talked about. We have over 8,000 jobs posted right now. So for student employment, obviously most of those are going to be on campus. But for internships in full time jobs, we do post not only nationwide, but sometimes International Jobs, as well, if an employer wants to recruit internationally here at the University of Iowa. So those are fantastic opportunities with regards to on-campus employment, which might be what you’re looking for when you get here. There are tons of different options, there as well. So, we have our larger employers on the University of Iowa campus. So, we have a lot of students working parking and transportation. We have a lot of students working in housing and dining, with recreational services, the library. Those are kind of some of our bigger employers, but all the time, I get students who ask, “What types of jobs can I get?” My answer is pretty much anything you can think of. So, we have over 200 plus departments on this campus and the vast majority of them are going to hire at least one student worker. So, one of the great things about Handshake is you will have the ability to filter out your searches based on the type of work that you want to do. So you know, you have the option to either scroll through all of the jobs or just go on there and utilize our filtering system to find the specific jobs that you’re looking for. So, once you get your hawk ID and password, you will be able to get started with Handshake. So, it’s very social media-like in its appearance. The big thing I will tell you at the beginning, is you want to complete a profile. It’s just a professional version of your profile, and then if you have a resume, we always suggest you upload that, as well. The majority of jobs that we post are going to require a resume.

We have some resources for that as well to help you out. You might have a resume already. You might not. It’s OK either way. We’re definitely here to help you. That link that you’re seeing up there is our career center resource for resume creation. We actually have 8 editable Word document resumes based on your experience level. So, if you are somebody who is just graduated high school and you’re coming to college or you have some experience through college, we have different template resumes for you where you can literally click on them and edit that resume. It’s got a great format there for you to help you get started. If you see the bottom of the slide, we do have a lot of resources and advisors available. You can email or contact us via email or phone call to get help with the resume as well if you need that. During the fall we actually have student peer advisors that are hired by our office. So fellow students like yourself, you can walk in anytime between 10:00a and 3:00p and get your resume looked at. We also have career advisors specifically for whatever field you’re trying to get into. On myuiowa site, you’re going to be able to set up academic advisor appointments, financial aid appointments, career
center appointments, all that will be there. So, you have the ability to meet with this specific career advisor as well if that's something you're interested in. One thing I do want to draw your attention to. Some classes start August 26 I believe. The first Wednesday of class on Wednesday August 28 from 11:00a to 3:00p, and you'll get familiar with IMU Lounge when you come to orientation, but we do have a student job fair. So usually we'll have anywhere from 25 to 40 of our campus employers that will attend that job fair. It's basically tables around a big room, and they're wanting to talk to as many students as possible. So, you can come into that without a job and leave with the job. We usually have 8 to 10 of those employers that will do many interview sessions right there at the fair. So it's a fantastic resource for you. There is a difference between this student job fair and career fairs, you might attend later. You do not have to dress up. So, you can kind of come as you are. The only thing I tell students is just try not to wear pajamas to this, but, otherwise you are a good to go to come as you are as you have time between classes. You should have the ability, hopefully, to come, and the only thing we ask that you bring is your class schedule to that. So hopefully that is a fantastic resource along with Handshake. There is a difference between this student job fair and career fairs, you might attend later. You do not have to dress up. So, you can kind of come as you are. The only thing I tell students is just try not to wear pajamas to this, but, otherwise you are a good to go to come as you are as you have time between classes. You should have the ability, hopefully, to come, and the only thing we ask that you bring is your class schedule to that. So hopefully that is a fantastic resource along with Handshake.

Pauline: Good morning, good morning. We are going to give you an opportunity to hear about the exciting things available to you as international students at the University of Iowa for off-campus employment.

Employment regulations for students’ visa let you know that it's possible to work during and after your studies. The focus of today is on F1 and J1 regulations. F1 is for those with the I-20 and J1 is for those with the DS-2019, and laws vary for employment situations on-campus versus off-campus employment during the academic program as well as after graduation. The thing to remember is do not work illegally, and it's best for you to get your information about employment, especially off-campus employment, directly from International Student and Scholar Services Office or from our web page. We are here and happy to help you learn what you need to learn about working off-campus.

J1 academic training is one of the opportunities or one of the options for off-campus employment. It can be authorized during or after your studies, undergrad or masters, maximum of 18 months of academic training, for the PHD level maximum 36 months. And the application is submitted directly to our office, ISSS. Authorization starts on the day after graduation, and actual employment must begin within 30 days immediately following graduation.

One of the options for those on the F1 is a curriculum practical training, you'll often hear it referred to as CPT. It is off-campus employment during your program of study. And this is a process for students to receive authorization to engage in an off-campus internship, and some might call it off-campus employment. It requires enrollment for one full academic year before beginning authorized CPT employment. The internship, or the employment, must be directly related to the degree or the major that you are pursuing, and it requires continued academic program enrollment.

CPT must provide internship credit for you as the student. It requires ISSS authorization before participation. It involves collaboration with campus career centers to help students find internships.
And here are some of the statistics about CPT at the University of Iowa. In 2016-2017 more than 230 students participated in CPT internships. And sampling of the providers within Iowa: AEGON American College testing or ACT, Whirlpool Corporation, schools and colleges, pharmacies, and even symphony orchestras. Outside Iowa, companies include: Amazon, Apple, General Motors, Siemens, PricewaterhouseCoopers, Deloitte, major universities and hospitals.

F1, the other employment opportunity, is Optional Practical Training, you'll hear that referred to as OPT. That is, off-campus employment after graduation. Students who complete an academic program are eligible for up to 12 months of post-graduation employment in the U.S. The employment must be directly related to the degree that is received. Application is submitted directly to the U.S. Department of Homeland Security for approval. Our office is involved in assisting the student with the completion of that application.

The application process includes a fee that's paid to the U.S. Department of Homeland Security. There is a 3 to 4 month approval process. Students may remain in the U.S while awaiting approval. No employment paid or unpaid will be allowed during the waiting period after graduation. Again, no employment, that's paid or unpaid, can be engaged in during the waiting period after graduation. ISSS office assist with the application process. We also are involved in ongoing tracking and reporting after authorization for OPT and during OPT.

Stem extensions for those students who are in science technology, engineering, and math some of those fields may qualify for an additional two year OPT extension beyond the 12 months that I previously mentioned. This option, or this opportunity, is based on specific classification of instructional programs, or the Government refers to it as the CIP code number and those numbers are assigned by the federal government to all majors of study in the U.S. The OPT stem list may be updated by the U.S. Department of Homeland Security based on employment needs, and ISSS, just a side note, has no power to have a major added to the list or removed from the list.

Examples of some of the stem majors include: actuarial science, biochemistry, biological sciences, computer science, educational statistics, engineering, most of the engineering programs, management science, pharmaceutics, and psychology. Again, this is not an exhaustive list. It's an example of some of the OPT STEM majors.

STEM extensions provide extended practical employment training. The application process is similar to the 12-month OPT. Unlike the 12-month OPT, STEM extension employers must sign an agreement to pay a fair wage and have the means to provide student professional mentoring in the field.

OPT statistics at the University of Iowa include more than 600 students in 2016-2017 participated in OPT. Some of the OPT employers include within Iowa: AEGON, Transamerica Life Insurance, Wells Fargo, Pearson, and Rockwell Collins. Outside Iowa: Amazon, Apple, Capital One, Citigroup, Fidelity Investments, General Electric, Intel, Tata, and United States National Institute of Health.

The H-1B Visa; there's not a whole lot that we will say about that other than it provides limited employment Visa for specialty work fields. There's usually a 3-year term with the option to extend to up to 6 years. The employer must apply on behalf of the employee. So, the person who is finishing up as a student and is interested in H-1B cannot initiate on his or her own initiative. Cannot be initiated by the
employee alone again. Employment is tied to the employer who is filing the application. F1 OPT students who want to remain with the employer longer, they have the option of negotiating or discussing with their employers the opportunity for the H-1B sponsorship.

There is a limited number or a cap of H-1B Visas available in the USA each year; 65,000 with 20,000 reserved for masters or higher. Usually, far more applications are received than are available for H-1B Visas, and there is a lottery system that is used.

April 1 is the first day that H-1B applications can be submitted each year. In 2017, this gives you an idea of how competitive it is, the cap was reached within four days. Employers must understand the process, and they need to be prepared to file the application on April 1. Recent information shows one-in-three chance of approval.

If approved, the H-1B is not effective until October 1. Students must have another means of legally remaining in the U.S. and continuing employment; usually, OPT through the cap gap process. That is something that can be discussed in the office when you’re on campus. So please take advantage of the opportunity if you’re interested in pursuing that down the road. Timing is extremely important and requires important communications with our office.

The typical process for F1 students interested in U.S. employment is as follows: 1) You graduate with the U.S. degree, 2) You apply for and receive approval for the 12 months OPT employment, 3) Those who have CIP codes that are on the STEM list (science, technology, engineering, and math) can apply for and receive approval for the two year OPT STEM extension 4) Next in line would be the H-1B application process 5) And then the last step would be the green card, and that also is sponsored outside of the office. It can be sponsored by the employer, or there are other means for gaining approval working with your employer or your attorney.

The H-1B Visa and academic training. This is an area that's really going to require a lot of conversation and a lot of understanding of how the regulations impact the J1 Visa holder. Certain regulations might prevent immediate change to H-1B. Because the rules are so complex, they won't be covered today. We'll provide information in our office after your arrival.

For help with finding internships and employment, The Pomerantz Career Center has resources such as Handshake, peer advising, career fairs, international job search resources, job search tutoring, resume writing, interviewing, networking. If you want to know more information about, “What can I do with a major in...”, please take advantage of the links that we've provided. Those will take you to more detailed information.

Social Security Numbers. It’s important to understand that Social Security Numbers in the U.S are for employment purposes. There’s a specific process that will be explained in great detail or greater detail than here during orientation. No advance application is allowed. In other words, a student cannot submit an application for the Social Security Number before arriving in the U.S. or immediately after arriving in the U.S. Employment must begin before applying for the Social Security Number. So, regardless of what you might hear from peers or from other people who have gone through the process of education that you are about to embark on, please get your information from our office and from the resources that we provide. Your application can be submitted during the second week of classes.
Special letters are required from employers and from the International Student and Scholar Services office.

Again, on-campus employment must begin before you can apply for the Social Security Number. For off-campus employment such as for CPT and OPT, students must apply for the Social Security Number on or after the first day of internship employment. For OPT, the student may apply for the Social Security Number as part of the OPT application process. Now, if a student has already obtained a Social Security Number for working in their on-campus position, a new Social Security Number is not required when applying for OPT.

Contact information for employment questions, you can reach out to us at ISSS@uiowa.edu. For the pre-arrival checklist questions, or other issues before arrival, please contact isss-orientation@uiowa.edu. We look forward to having you on campus and answering your questions and making this a very productive experience.

Michael: OK. Well, thank you so much to both our presenters. Now we're going to answer some questions. We've already had a number of really good questions submitted, but I think we're going to have time for more. So, if you have more questions that pop into your head while we're answering these, please do not hesitate to ask them using the Q and A function in Zoom. We're going to go with our first question here and that is: “What kinds of jobs are available at the University?”

Josh: Yes. I love that question, because my answer to that is about anything you can think of. So, as shown on this slide earlier we have 200 plus departments almost all of them hire students. So, we have everything from our larger employers to smaller employers, as well, on campus. So, the big thing I would tell you as far as figuring out what we have available, when you're going to search for jobs on campus, you can use a filter called job functions. We have over 40 different types of job functions that we use everything from healthcare to engineering to business administration. So, about any career you can think of there are jobs directly related there. So, the big thing I would tell you is keep an open mind if something peeks your interests within student employment and you're eligible for it, absolutely apply to it. On Handshake one of the good things as well, is it's going to tell you a little bit about the job. Through the posting, it's going to tell you how much you're going to get paid. It's going to tell you the expectations of hours. But, the options are very robust. There is a great number of options for you.

Michael: Wonderful. Our next question, “Is the career advisor the same person as our academic advisor?”

Josh: Great question. No. So, the academic advisor's going to focus on more of classroom schedules. They can give you basic career information and help you with that. But within the Career Center, we actually have 10 career communities. Within those 10 group communities you will probably be involved in at least 1 depending on your interest area. We have specific advisers usually about 3 or 4 advisors that are taking part in each of those communities. So, on your myuiowa you have the ability to schedule advising meeting with them and choose a time that works for you.

Michael: Alright. I think this question is for Pauline, “You mentioned that your office hires students. What do they do?”

Josh: I did mention, yes, so the Pomerantz Career Center does hire students. We have even employer relations. So, we work with employers outside of Iowa even to try to get them to recruit on campus. We
have interns with regards to that. We have events interns that help us put on events on campus. Then every semester we hire about 8 to 12 peer advisors, so usually it’s sophomores to upperclassmen. We usually don't hire freshmen for that, but they are students that go through a pretty competitive process. The benefits of those jobs is they get access to all the career information we get as career center employers. They get first dibs and access to employers that come to career fairs and come to do mock interviews on campus. So, it’s definitely a great opportunity. Then we will advertise that usually around February or March for the upcoming school year.

**Michael:** And I know that this question is for Pauline, “If I work on-campus, does it have to relate to my major.”

**Pauline:** That’s an excellent question. If you were on campus, it does not have to be related to your major. The requirement for work that’s related to your major is when you take advantage of CPT opportunities or OPT opportunities. So, any on-campus employment does not have to be related to your major. However, it’s a good idea if you can find something that’s related to your major on campus, because that will be the beginning of getting a good work experience.

**Josh:** And, I will tell you too, everything that’s on campus is going to be labeled the University of Iowa before it goes into anything else. So, there is an on-campus tab on Handshake, but no matter what, if you’re looking for a job and it says University of Iowa first, that is going to mean that’s an on-campus employment job.

**Michael:** We’ve got another immigration question. This student is on a J1 Visa, and they want to know how they can secure academic training after graduation.

**Pauline:** That person will meet with one of our ISSS advisers to discuss in more detail, because chances are you won’t remember everything you learn during orientation by the time you get to academic training opportunities, but you’ll meet with an ISSS advisor. There’s an e-form that is part of the process, you will be advised. You’ll be coached, and you have the resources that you need to be successful in whatever it is you’re trying to do.

**Michael:** Fantastic. We have a question that I think I will answer. This person has a question about paying taxes. How much it is and how to pay them. That actually is question that came up during the previous webinar. And so, if you go to our website and look for Money Matters, we have some information during that webinar that we answered about taxes. Now, it’s not going to be completely satisfactory to your question. So, when you are here for orientation, you’ll actually be able to meet with the professionals at the Payroll Office in University Billing, and you can ask them more specific questions then. So, I recommend that you go to that Money Matters webinar for now and watch that, and then if you have a more detailed questions after that, you can ask them in person during our international student orientation. OK, so, “When can I start looking for an on-campus job?”

**Josh:** Yes, great question. So, you can really start looking as soon as you gain access. So, if you have your HawkID and password you are able to do that. So, a lot of times what employers will do over the summer is they want to find the students who really want to work. So, they will post early. A lot of times they set up phone interviews or they might go back and forth with email and ask, “When are you going to be arriving?” The time you could actually start working though is about a week before the semester
starts. So you have to officially be a student and about a week before you start classes is when you can begin working on campus. But as far as searching, you could start searching as soon as you gain access to our Handshake system.

Michael: A related question. “Is it difficult for international students to find a job?”

Josh: There are a lot of jobs out there. My answer to that too, is it depends how picky you are. So, there are always jobs posted all year round. The most jobs where you're ever going to see will be at the beginning of the semesters, specifically in the fall is a great time with a wide variety of jobs, but we do have a wide variety of jobs all year round. There's just a little bit less of them available when the school year starts, especially towards the middle of the semesters. If you want a job, I always encourage doing so and really being focused on it at the beginning of the semester. But, I would say, no, it isn't difficult if you if you are having trouble though, and you're not getting responses, you can absolutely schedule a time to meet with me and I'll try to figure out why that is happening. Like I said, we have over 500 international students almost every year that work on campus. There are opportunities for you.

Michael: OK, thank you. So here's a kind of, I don't know how this is going to be the answer. The question is, “Do grad students have time for campus jobs?”

Josh: For grad students, honestly I want to say, it depends on the situation. How busy do you like to be? I think for grad students, it might be different than undergrad with regards to level of work in the timing you need to spend on your studies. But in all honesty, a lot of our grad students do work whether it's a fellowship or internship or whether it's research. A lot of our grad students do work on top of their academic schedule. As far as on-campus student employment, depending on what you're doing, I would tell you that maybe start light, and you know anything from 1 to 20 hours, as I said are going to be available. You can start something lighter and then figure out “OK I can handle this” and a lot of times you can talk with your employer and increase those hours up as you get more comfortable.

Michael: One thing that I know I can say is that many of our international graduate students do have teaching assistantships or research assistantships and that is a form of on-campus employment. It's a special kind of on campus employment. But they are able to do that while they continue in their program. So, like Josh said, it's going to be different for everybody but, I do know that many of our students do that. I suppose related to that, for Pauleen, “Can PHD students work in their first year at the University?”

Pauleen: Yes. Off campus. If there is a requirement to have a practicum or certain types of training experiences, it is possible to receive authorization for CPT during the academic program. For students who want to pursue an internship, they must be enrolled for academic year before being able to start an internship. But the application can be submitted up to 90 days before completion of that required year.

Michael: And of course, on-campus employment, they can start right away. Here is kind of an interesting question, “Do I choose the number of hours I work, or is it my employer’s choice?”

Josh: Yeah, so great question. I think one of the things we love about on-campus employment is the flexibility. Now, it is still up to your employer. But, the one thing I will tell you when they advertise a job, they're going to tell you the number of hours that they need every week. So, typical of what you'll see is you'll get into Handshake and explore. You're going to start to see some similarities and jobs. You might
see a job that says, “We’re looking for multiple students to work between 5 and 15 hours a week. We are open 8:00a to 5:00p, Monday through Friday. Your hours must be filled in at least two-hour blocks.” So, that's just a more descriptive than a lot of them will be. But, if you wanted to work 10 hours a week, or if it said 10 hours a week and they’re open 40 hours a week, a lot of times through the interview process they’re going to ask you for your class schedule and then figure out what’s going to work for both you and the department. The big thing there is, campus employers know when finals week is. They understand when the busy times of the semester are. I will tell you they do have their needs as well. You have to communicate with them if you need certain days to be less hours than others. If there is a specific requirement for a time-frame they need, they will discuss that on the Handshake job posting. If that doesn’t work for you then, honestly, you skip that one and go to the next one that might be a better fit. But the hours are fairly flexible.

Pauline: Now, with graduate students on teaching assistantships or research assistantships, there are certain hours that has to be done. So, it's not as flexible as if you’re working with another employer on campus. So, you'll have your offer letter that tells you, “You'll be required to do this many hours,” and you'll just have to speak to your supervisor and come to an agreement on what needs to be understood.

Michael: Fantastic, thank you both. This one looks to be for Pauline, “If I have a teaching assistantship during my PHD, do I have to apply for a Social Security Number?”

Pauline: Yes, you do. The Social Security number is really tied to employment and paying taxes. You will have to apply for your Social Security Number after you begin your assistantship. We've had situations in the past where departments have tried to submit requests or provide a future start date for the student, even before they arrive on campus in the U.S., and I'm the person who actually processes those. I have to deny them, because if I don't deny that, the Social Security Office will end up denying it. And, I like to not have you waste your time going there to be told something that I can tell you in advance.

Michael: Fantastic. OK now we got another one for Josh, “Does the career center have career advisors for graduate students as well as undergars?”

Josh: Technically, no, but we absolutely help grad students out. So, if you have job search questions, resume questions, you can always walk in. The reason for that is as a graduate student, you're not automatically served as there are not career center fees for graduate students. So that is kind of how it works. At the same time, if you come in, and you are a student of Iowa and you ask for assistance and want to talk to somebody, we’re absolutely going to talk to you and help you out. A lot of what we do with undergrads is, we do help a lot with the grad school admissions process and things like that. But, once you're in grad school, you're still going to have access to Handshake. You're still going to have those resources. You won't have, technically, a career advisor, but we do accept walk in appointments at times too and somebody will be able to meet with you.

Michael: Perfect, thank you. I'm going to present this question to the room, “If I didn't like the job, can I leave it right away or is there a lease or something?”

Josh: That’s a good question. I would always tell you, if it’s not for you, the biggest thing I would tell you is don't just stop showing up. So, you want to handle it professionally. So, if it's a job that’s not going to work for you, you need to set up an appointment and time to talk with your supervisor to discuss that.
Because a lot of times, maybe there’s something they can change about it to make it better for you. So, always be communicating with your supervisor. That's coming from me as a current and former supervisor. That's one of my expectations for you.

**Pauline:** I'd like to add to that. Related to the off-campus CPT and OPT, without going into a whole lot of details about the inner workings of CPT and OPT. Please stay in communication with the International Student and Scholar Services Office, especially if you’re having issues and you'd like to leave a CPT employment or OPT employment or OPT STEM, because your status could be very negatively impacted if you don't have proper information before you make a decision to do something.

**Michael:** Alright, thank you both. This one is going to be for Pauline. “Can I return to my country after my J1 Visa expires, and then go back to the U.S. for academic training?”

**Pauline:** No. You might recall the information that was up on the screen and when I shared it. Authorization for academic training begins on the day after you end your academic program, and employment must begin within the 30 days immediately following program completion. And if you leave the U.S. that means you are done, because the application process needs to happen before and the government, and I won’t go into a whole lot of detail, but the government expects you to be pursuing employment and engaging in employment immediately following if you're on the J1 Visa.

**Michael:** All right, thank you so much I have another question for Josh, “Do I need to do an interview when I go to that fair you mentioned to get a job?”

**Josh:** So, not all the employers are going to do that. A lot of will give you an application there. A lot of them will send you to Handshake and just talk to you, but there are a number of employers that will set up interview tables for us. So usually it's not all them. Last year we had about 30 employers, and I think 6 of them had interview tables set up. So it's a good way, even if they don't have an interview with you there, before you get the job they are probably going to talk to you about that process and a lot of times it will be an interview. Now that type of interview, it could be a really easy short interview. It could be more likely interview, it really depends on the department. They have the decision making power to kind of handle that the way they would like.

**Michael:** Looks like we've got a couple of questions that Pauline will be answering. “If I'm a F1 student but not STEM, does that mean that after the 12-month OPT, I could apply for H-1B?”

**Pauline:** Again, the application for H-1B cannot be initiated by the employee or, in your case, by you as a student. That is something that is initiated by the employer and you would be communicating with your employer regarding that process with your employer or the attorney that your employer hires to oversee that process.

**Michael:** Terrific. Before I answer some of these or before I ask some of the last couple of questions we have, I'll just say we do have a little bit more time for questions. So, if you have them feel free to submit them, and I'm going to quickly promote a survey that we'd like you to complete. I've just posted the link in the chat, but if you fill out that survey and let us know how we did today, it helps us improve future webinars. So, some of our last couple of questions, “Does a fellowship count as paid work?”
Pauline: With the fellowship you won’t be applying for a Social Security Number. You’ll be applying for ITIN, and we have someone on staff who will assist with that process and answer questions regarding that but, you do have to have an identification number for the government to track earnings when you're on a fellowship.

Michael: I'll just say, if you get to campus and you're not sure about anything, come talk to us at ISSS and we’ll be able to look into your information and give you a definitive answer then. Fellowships are a little bit weird so when you get to campus, if you have any concerns or questions, just come talk to us. In the last question we got asked right now, is somebody who is a little bit uncertain about academic training, is it on-campus or off-campus.

Pauline: The authorization for academic training is for off-campus employment.

Michael: Yeah, and J1 students, you do need to apply for permission for on-campus employment as well, but it is not the same as academic training. Academic training, like Pauline said, is for off-campus employees. Well, that looks like that is the last of our questions, and so let us continue with our last few slides just to wrap things up. Once again, as a reminder please complete a brief online survey. I just submitted the link in the chat for all of you to click on. These surveys help us improve our webinar series every year and we really appreciate the feedback and comments you give us. If you have questions, or if something wasn’t clear during the session, or if there is any questions about your pre-arrival checklist, you can contact us at ISSS-orientation@uiowa.edu. You can also visit our website and go to our webpage for new student resources that’s international.uiowa.edu/new-students. Now while I was talking we did get one last question. So, I’m going to ask Josh this just before we get done here. “Some of on-campus jobs are just a one time job. Are these jobs subject to the same rules as the others?” I guess that’s really for both of you. So, some jobs are listed as just one-time jobs.

Josh: That’s very rare. You will see those on occasion where an employer will post those. Honestly, we try not to post a lot of those, but there is a duration box that an employer fills out. So if there is date ranges for a position they will list those there. It’s fairly infrequent though, but you could see that on occasion.

Pauline: And that can kind of be tricky for an international student, because the Social Security application process requires that you be actively employed. You must go to work before applying for the Social Security Number. You must be actively employed when you are requesting a card. So, if the job ends before the process of applying for the card and receiving it is completed, then chances are you’re not going to get a card.

Michael: If you have an offer like that, come talk to ISSS before you accept. Finally, we've got a couple of more webinars coming up. In two weeks, we've got the Academic Expectations for Undergraduate Students. And that is following one that was done for graduate students earlier in this series. Finally, on July 26 we have Understanding the Orientation Expectations, Responsibilities, and Placement Tests also for undergraduate students. Thank you all for attending our webinar today. That's the end of this session. Once again, this will be posted online in the couple of weeks. But we really appreciate your having listened today and had such great questions. Thank you so much everyone.