

CAREER MANAGEMENT CENTER

KELLOGG EMPLOYER GUIDE

HIRING INTERNATIONAL
STUDENTS

HIRING A KELLOGG INTERNATIONAL STUDENT IN YOUR ORGANIZATION CAN PROVIDE:

DIVERSE PERSPECTIVES

Kellogg international students come from many cultures, countries and backgrounds, providing them with unique and diverse perspectives to bring to organizations where they work.

ADAPTABILITY

Kellogg international students have traveled from their home country to live and study in the U.S., providing them with the ability to be flexible in a new environment and persist in the face of challenges.

GLOBAL COMPETENCY

Kellogg international students have cross-cultural communication skills and multilingual networks from their home countries, all of which contribute to an enhanced global competency.

International students account for approximately

35%

of Kellogg's full-time student population, and bring a wealth of talent and diverse perspectives.

HIRING AN INTERNATIONAL STUDENT FOR AN INTERNSHIP

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graph LR
    1((1)) --- 2((2))
    2 --- 3((3))
    2 -.->|1 week processing time at Kellogg| 3
  
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1 Employer offers student internship/job and provides student offer letter (required)

2 Student uses offer letter to apply for CPT through OISS portal/Kellogg International Student Advisor

1 week processing time at Kellogg

3 Student receives work authorization document for internship/job from OISS portal/Kellogg International Student Advisor

PRIOR TO GRADUATION

FREQUENTLY ASKED QUESTIONS ABOUT HIRING INTERNATIONAL STUDENTS

Is it legal to hire an international student to work as an intern while they are still in school (prior to graduation)?

Yes. Federal regulations (8 CFR 214.2(f)(10)(i)) permit students on an international student F-1 visa to work in jobs related to their field of study using Curricular Practical Training (CPT). Students can work up to 12 months full-time (20+ hours/week) on CPT.

What type of paperwork and cost is involved in hiring an international student?

The employer does not need to incur any additional costs to hire an international student using CPT, and Northwestern Kellogg's International Student Advisor will manage the relevant paperwork. The only thing that a company will need to produce is an offer letter containing a few key details about the student's internship. Specifically, the offer letter needs to be written on company letterhead and include the student's start date, end date, hours per week, and the address of the location where the student will work. This should be a letter, please do not submit contracts.

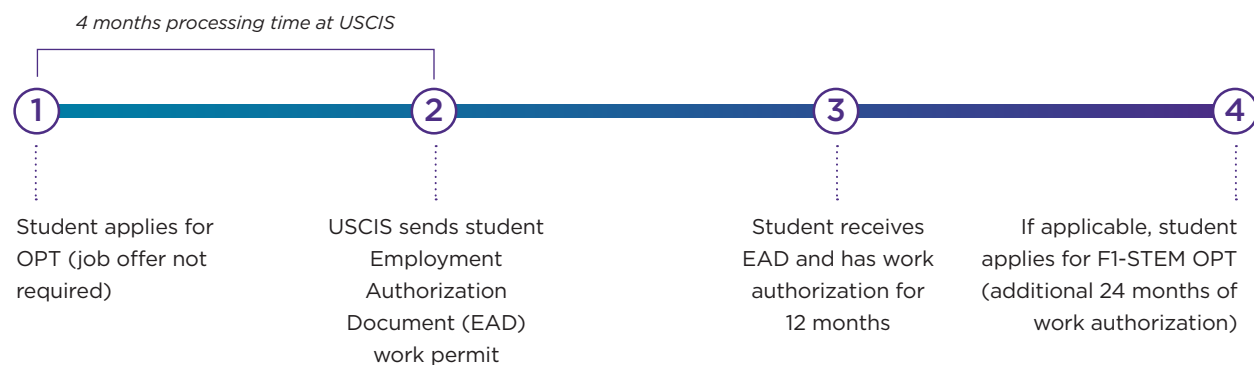
What does the hiring process look like if the student is on a J-1 student visa instead of an F-1 student visa?

Students on a J-1 visa can work under a program called J-1 Academic Training (J-1 AT) which may allow them to work part-time during their program of study. Students can check with Kellogg's International Student Advisor to verify their eligibility.

POST-GRADUATION

HIRING AN INTERNATIONAL STUDENT FOR A FULL-TIME JOB

OPTIONAL PRACTICAL TRAINING (OPT)



FREQUENTLY ASKED QUESTIONS ABOUT HIRING INTERNATIONAL STUDENTS

Is it legal to hire an international student to work after they have graduated?

Yes. All students on an F-1 student visa are eligible for 12 months of F-1 Optional Practical Training (F-1 OPT), which can be used following graduation (8 CFR 214.2(f)(11)(i)(B)(1)).

Kellogg's MMM program (2 year dual MBA and MSDI degree) and the Management Science major are STEM designated. Students in a STEM field are potentially eligible for an additional 24 months of STEM F-1 OPT with an E-Verify employer, which makes them eligible for a potential total of 3 years of work authorization under OPT. F-1 STEM OPT requires one additional form completed by the student's supervisor and comes at no additional cost to the employer.

What type of paperwork and cost is involved in hiring an international student?

Kellogg's International Student Advisor will manage the relevant paperwork. The employer does not need to incur any additional costs to hire an international student using OPT. The only thing that a company will need to produce is an offer letter containing a few key details about the student's full-time job. The offer letter the company produces needs to be written on company letterhead and

include the student's start date, end date, hours per week, and the address of the work location. This should be an offer letter and not a contract.

At what point should an employer seek outside counsel for international student employment sponsorship?

With advanced planning, an employer can pursue an H-1B visa or other visa options to allow international students to continue to work for them after their post-graduate F-1 OPT period has ended. Employers should plan to contact their HR department or seek outside immigration counsel for hiring international students about 6 months before a student's F-1 OPT period ends.

Note: The information above was adapted from a document which was originally published in 2000 with a grant from NAFSA: Association of International Educators Region XII. Revisions made in 2004, 2010 and 2016. Editors: Laurie Cox, University of Wisconsin, Madison; 2010 coeditors: Lay Tuan Tan, California State University Fullerton, Phil Hofer, University of La Verne & Junko Pierry, Stanford University; 2016 coeditors: Junko Pierry, Stanford University & Laurie Cox, Ball State University.

OTHER QUESTIONS ABOUT HIRING INTERNATIONAL STUDENTS

Does an employer have to prove that international students are not taking jobs from a qualified American?

No, American employers are not required to document that a citizen of another country did not take a job from a qualified American if that person is working under an F-1 or J-1 status.

What is the cost of the E-Verify program and how can I enroll in the program?

There is no cost to register in the E-Verify program. Information on E-Verify and the enrollment procedure can be found on the USCIS website at www.e-verify.gov

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RESOURCES

To recruit international students for full-time jobs, internships or to post a job, contact:

KELLOGG CAREER MANAGEMENT CENTER

847.491.3168

cmc@kellogg.northwestern.edu

www.kellogg.northwestern.edu/career/employer.aspx

Additional Resources

Department of Homeland Security (DHS)

www.dhs.gov

Study in the States

www.studyinthestates.dhs.gov

U.S. Citizens and Immigration Services (USCIS)

www.uscis.gov

American Immigration Lawyers Association

www.aila.org

Information about additional visa types can be found on NAFSA's Visa Classifications chart.

NORTHWESTERN OFFICE OF INTERNATIONAL
STUDENT AND SCHOLAR SERVICES

www.northwestern.edu/international

CAREER MANAGEMENT CENTER

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