

READY
TO LEAD.





THE KELLOGG SCHOOL OF MANAGEMENT GUIDE TO HIRING OUR INTERNATIONAL STUDENTS

The world of business is multidimensional, multinational and multicultural. This essential, expanded worldview is infused throughout the Kellogg curriculum and embodied in the diversity of our faculty and student body, almost one-third of whom call a country other than the United States home.

Kellogg educates, equips and inspires all our students to build and lead strong organizations wherever their careers take them. At Kellogg, tomorrow's leaders develop a broad understanding of global business issues and the ability to communicate effectively across geographical boundaries and cultural divides.

Kellogg MBA graduates are highly sought after worldwide. Yet many employers, impressed by the exceptional qualities our international students possess, are sometimes unclear about the implications of hiring them as interns or for full-time positions in the United States.

This guide addresses those issues and answers some of the most common questions that companies and recruiters ask about the applicable U.S. laws and policies. We encourage you to review it carefully. If you would like more information or to discuss recruitment issue specific to your organization, please contact the Kellogg Career Management Center.

kellogg.northwestern.edu/career_employer/Contact_Us

INTERNSHIPS

The Kellogg School of Management emphasizes experiential learning as an essential component of a Kellogg MBA education. We encourage our students to pursue summer internship opportunities as a way to apply theory learned in the classroom to actual business practice. Our international students are eligible to participate in internship programs — referred to in this context as Curricular Practical Training (CPT) or Academic Training (AT) — in alignment with the policies explained here.

Q: Can international students work legally in the United States during summer internships?

A: Yes, international students on an F-1 student visa are eligible for Curricular Practical Training (CPT) during the summer internship period. J-1 visa holders can acquire authorization called Academic Training (AT). Summer employment authorization is issued directly by International office at Northwestern University and no additional steps are required for the employer.

Q: Do U.S. employers have to complete any paperwork to hire a student on CPT or AT?

A: No, the employer does not need to complete any paperwork. The necessary work authorization paperwork for summer internships is undertaken by the student and the International Office at Northwestern.

Q. How do students obtain CPT?

A. Curricular Practical Training, employment authorization for a work experience that is a required or integral component of the student's program of study, is granted by a designated school official, an advisor in the International Office at Northwestern, and requires an offer letter from the employer specifying the employer's name, worksite address and dates of employment. There is no processing fee for the employer.

Q. How do students obtain AT?

A. Academic Training, a temporary employment authorization designed to provide students with an opportunity to apply knowledge obtained in an academic program to a practical work experience, is granted by a responsible officer or alternate responsible officer (ARO), an advisor in the International Office at Northwestern University, and requires an offer letter from the employer specifying the following: employer's name, supervisor's name, worksite address, dates of employment, position description and salary. There is no processing fee for the employer.

Q. Can students in F-1 status travel internationally during CPT?

A. Yes, students in F-1 status can travel during CPT provided they have the following: valid passport, F-1 visa stamp and form I-20 signed within six months of the return date of their proposed travel. F-1 students should always consult with both their employers and F-1 visa sponsors before committing to international travel plans during CPT.

Q. Can students in J-1 status travel internationally during AT?

A. Yes, students in J-1 status can travel during Academic Training provided they have the following: valid passport, J-1 visa stamp, form dS-2019 signed within 12 months of the return date of their proposed travel, valid Academic Training authorization letter, and evidence of employment. J-1 students should always consult with both their employers and J-1 program sponsors before committing to international travel plans during Academic Training.

“KELLOGG IS A VERY IMPORTANT SOURCE OF NEW TALENT FOR BOTH OUR U.S. AND INTERNATIONAL OFFICES. GIVEN THE TREMENDOUS COMBINATION OF SKILLS THAT KELLOGG'S INTERNATIONAL STUDENTS POSSESS, WE LOOK FORWARD TO MANY OF THEM TAKING THE NEXT STEP IN THEIR CAREER WITH BCG.”

— LISA AXELROD, RECRUITING DIRECTOR, THE BOSTON CONSULTING GROUP

FULL-TIME EMPLOYMENT

The Kellogg Career Management Center provides career planning and job search services to all Kellogg students. Our staff, in collaboration with the International Office at Northwestern University, is knowledgeable about the U.S. policies relating to the employment of international students and experienced in helping both companies and the students they wish to hire meet all requirements.

Q: Can international students legally work in the US after graduation?

A: Yes, F-1 students have full U.S. work authorization as part of Optional Practical Training (OPT) for up to 12 months post-completion of the MBA program.

J-1 students have full U.S. work authorization for up to 18 months as part of Academic Training (AT) work authorization. Employment must be directly related to the student's major area of study.

Q. What is OPT and how it can be obtained?

A. OPT is a temporary employment authorization designed to provide students with an opportunity to apply knowledge acquired at Kellogg to a work experience that is directly related to the student's major area of study.

Most students have a maximum of 12 months of OPT authorization, during which time they may transition to another visa type such as H-1B.

The employer is not responsible for filing any forms or fees. Students can obtain an OPT recommendation from a designated school official, an advisor in the International Office at Northwestern University, then mail the OPT application along with copies of other requested documents to USCIS (U.S. Citizenship and Immigration Services). Within two to three months, USCIS approves the application and issues an EAD (Employment Authorization Document), a card that indicates the period of OPT.

Q. Can students in F-1 status travel internationally during OPT?

A. Yes, students in F-1 status can travel during OPT provided they have the following: valid passport, F-1 visa stamp, form I-20 signed within six months of the return date of their proposed travel, valid EAD and evidence of employment. It is not, however, recommended that they travel internationally while the OPT application is pending or during the OPT Cap-gap extension. F-1 students should always consult both their employers and F-1 visa sponsors before committing to international travel plans during OPT.

Q: Can international students work long term in the US?

A: After a student's OPT or AT status expires, an employer can hire or continue to employ international students through an employer-sponsored temporary working visa (H1-B) for foreign nationals employed in a "specialty occupation," which includes any position that calls for an MBA degree. In a majority of cases, an individual may remain in H-1B status for a combined total of six years.

Q. How is H1 B visa obtained?

A. The employer must first electronically submit a Labor Condition Application (LCA) to the U.S. Department of Labor. Once the LCA is approved, the employer must then file the form I-129 (the "H1-B petition") and supporting documentation with U.S. Citizenship and Immigration Services.

Q: How long does the H1-B visa petition process take?

A: The process can take from six to 16 weeks. There is an option to pay an extra fee of \$1,225 for "premium processing service" of an H-1B petition, which decreases the processing time to two weeks.

Q: Do employers have to pay a certain wage to an H-1B employee?

Yes. The wage paid to an H-1B employee must be the higher of the "prevailing wage" (generally, the average wage for the occupation in the geographic region in which the employee will be employed) or the "actual wage" (the wage paid by the employer to other employees in the occupation with similar qualifications).

Q. What are the filing fees for H-1B visa?

A. The current filing fee is \$325. Unless exempt, employers must also submit:

- American Competitiveness and Workforce Improvement Act of 1998 (ACWIA) fee of \$1,500 or \$750 (for employers with 25 or fewer employees)
- Fraud Prevention and Detection fee of \$500

Employers that have 50 or more employees in the United States and more than 50 percent of petitioner's employees in the United States are in H-1B, L-1A or L-1B nonimmigrant status are required to submit an additional fee of \$2,000.

For employers seeking a faster processing service the Premium Processing Service fee is \$1,225.

Q: May an H1-B employee travel outside the United States?

Yes, H-1B employees may travel if the H-1B status is valid and they have a valid H-1B visa in the passport.

Employees who do not have a valid H-1B visa must obtain an H-1B visa at a U.S. Consulate abroad.

Q: Can an H-1B employee work part time?

Yes, an H-1B employee may work part time if the employer petitioned for part-time employment and all other H-1B requirements are met.

Q: Are there limits on the number of new H1-B visas available annually?

A: Yes. The number of new H-1Bs issued each year in the United States is subject to an annual quota. Each H-1B quota (or "cap") applies to a particular fiscal year beginning on October 1. Applications for the upcoming fiscal year are accepted beginning on the preceding April 1 (or the first working day after that date).

As soon as the quota is reached, no petitioner can obtain an H-1B until October 1 of the following fiscal year.

Students who have held H-1B at some point in the past six years before starting the MBA program are not subject to the cap. Not all H-1B petitioners are subject to this annual cap.

Please note that the time required to reach the quota varies each year.

Q. Are there other options for hiring international students?

A: Yes. Certain country-specific long-term working visas offer advantages, such as no quotas and in some cases lower fees and quicker processing. Such visas include

- H-1B1 Citizens of Singapore or Chile
- E-1 Citizens from a treaty country hired to carry out substantial trade with the United States
- E-3 Citizens of Australia
- TN Citizens of Canada or Mexico

Other options to the H-1B temporary working visa include:

- L-1 visa if the foreign national is employed overseas for one year and then transferring back to the United States
- O-1 visa for the foreign national with a national or international reputation in his or her field
- E-2 visa for foreign-owned companies employing an individual with the same nationality

Q: Can international employees work permanently in the United States?

A: Yes. U.S. employers can sponsor a foreign national for permanent residency ("green card"), which allows them to live and work in the United States permanently. For more details please see USCIS guide on sponsoring an employee for a U.S. permanent resident status.

"KELLOGG MBA HIRES BRING A GLOBAL MINDSET, INNOVATIVE INSIGHTS, AND INTELLECTUAL HORSEPOWER. THEIR ABILITY TO COLLABORATE WELL WHILE DRIVING FOR RESULTS HAS PROVEN TO BE A GREAT FIT FOR MICROSOFT."

— ANA WHITE, DIRECTOR



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CONTACT US

If you would like to discuss issues related to recruiting international students, please contact the Kellogg Career Management Center

kellogg.northwestern.edu/career_employer/Contact_Us.aspx

Or, contact the International Office at Northwestern University
northwestern.edu/international/student/

MORE RESOURCES

Find an immigration attorney in your area: aila.org

U.S. Department of Homeland Security:
dhs.gov/files/immigration.shtm

U.S. Department of Labor: lca.doleta.gov

National Immigration Forum: immigrationforum.org/

Special thanks to Paul Zulkie of Zulkie Partners for his immigration consultation

www.zulkiepartners.com

LEGAL NOTICE

The content of the brochure is for informational purposes only and is no replacement for legal advice. Subject to change. Employers are strongly encouraged to consider legal consultation before taking any action regarding the subject matter presented.