

## Frequently Asked Questions:

- What kind of paperwork do I need to submit in order to hire an F-1 student?
- What does the student's work authorization look like?
- When can a student work?
- How many hours per week can a student work?
- What is E-Verify?
- Are F-1 students subject to taxes?

### ***What kind of paperwork do I need to submit in order to hire an F-1 student?***

The employer does not have to file or do any paperwork with when hiring an international student, other than what is required when hiring a US Citizen. It is the student's responsibility to apply for the work authorization. All paperwork is handled by the student and by UCO's Office of Global Affairs.

### ***What does the student's work authorization look like?***

For Pre-Completion OPT, Post-Completion OPT, and the 17-Month STEM Extension, the student receives an Employment Authorization Document (EAD Card). For students on CPT, the authorization is located on the third page of the I-20.

### ***When can a student work?***

In general, a student may be authorized to work off-campus after a full academic year (two semesters) in good standing. Work may be authorized during or after the student's course of study. The student may not begin work until the student has received his or her authorization, and the date on the authorization has been reached.

### ***How many hours per week can a student work?***

In general, during the Fall and Spring semesters, students may work part-time only-- 20 hours or less per week. During the summer, students may work full-time—21 hours or more per week. Graduate students who have only their thesis or project remaining may be authorized to work full-time during the semester on Post-Completion OPT or Pre-Completion OPT.

### ***What is E-Verify?***

E-Verify is an online system that allows businesses to determine the eligibility of their employees to work in the US. Students on the 17-Month (STEM) Extension may only work with companies enrolled in E-Verify. To learn more about E-verify, please see the USCIS E-Verify page.

### ***Are F-1 students subject to taxes?***

F-1 students who are non-resident aliens are not liable for Medicare/social security taxes. While employers must withhold Medicare/ Social Security taxes from employee's wages, F-1 students who are non-residents are exempt from these taxes. An F-1 student is considered a

non-resident for his or her five calendar years in the U.S. Please consult with a tax professional for more information on F-1 students and taxes.