



WNCC Administrative Procedure

Title:	Employment Options for International Students
Division:	Student Services
Category:	Admissions, Registration, and Student Records
Reference:	U.S. Immigration and Customs Enforcement: Student and Exchange Visitor Program Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 USA Patriot Act Public Law 107-56, amended Section 641 8 Code of Federal Regulations §§ 214.1 - 214.4 BP-514 (International Students) AP-514.01 (International Students Procedure)
Number:	AP-514.02
Date of Approval:	May 12, 2025
Approval:	Greg Dart, President

Definitions

Curricular Practical Training (CPT): CPT allows international students in the U.S. on an F-1 visa to seek authorization to engage in temporary, off-campus employment to gain practical experience in the academic course of study in which the student is pursuing a credential.

DHS: Department of Homeland Security

DSO: Designated School Official

International students: WNCC students who are non-citizens of the United States and here on an F-1 visa.

Optional Practical Training (OPT): OPT allows international students in the U.S. with an F-1 visa to work up to 12 months in a position or positions directly related to their degree of study.

Primary Designated School Official (PDSO): Defined as the Registrar at WNCC.

Procedure

I. On-Campus Employment

International students may engage in part-time, on-campus employment opportunities while enrolled at WNCC.

International students are limited to working 20 hours, or less, of employment per week during the regular academic term. Students who are eligible to register for the next term and who plan to do so may receive approval to work full-time (up to 40 hours per week) during summer and winter breaks.

International students are not eligible for employment in Federal work study positions, and on-campus employment is not guaranteed to any student.

II. Eligibility

To be employed on campus, international students must:

1. Be in possession of all of the following documents:

- an active F-1 visa;
- an active I-20 from WNCC;
- a valid, unexpired passport;
- An I-94
- As appropriate, a valid and current U.S. Social Security card. Students should contact the Office of the Registrar for directions on the process to obtain a U.S. Social Security card when needed.

2. Be enrolled full-time (12 hours or more) at WNCC.

3. Be in good academic standing with the College.

An international student may not engage in on-campus employment if any of the following apply:

- The student is not registered as a full-time student at WNCC.
- The student has graduated and does not intend to begin a new program at WNCC in the next available term.
- The student is on academic suspension from the College.
- The student does not have all of the documents listed above.

III. Off Campus Employment

Off-campus employment is permissible for international students seeking practical training.

It is against the law for an international student to work off campus while in F-1 status without authorization or permission from the WNCC Office of the Registrar and/or the Department of Homeland Security (DHS). If a student uses their social security number to become employed by an unauthorized employer, their F-1 student visa status will be voided.

IV. Practical Training

Practical training allows students to work in their field of study for a specified period of time, depending on which type of practical training is authorized. There are two types of practical training available:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

Both CPT and OPT allow international students to pursue practical, off-campus training that is directly related to their course of academic study.

A. Curricular Practical Training (CPT)

1. CPT can be a necessary part of the program where experiential learning is required in the academic program in order to graduate, or it may not be required but it must be credit bearing or necessary for certification or licensure. All CPT experiences must be tied to the student's academic program of study, and no CPT will be approved outside of the semester's start and end dates.

CPT can include:

- Internship experience (paid or unpaid)
 - Practicum experience
 - Cooperative education experience
 - Applied and service learning
2. CPT must be completed before graduating.
 3. Eligibility

CPT requires that an international student:

- a. Be in possession of all of the following documents:

- an active F-1 visa;
 - an I-94;
 - an active I-20 from WNCC;
 - a valid, unexpired passport; and
 - A valid and current U.S. Social Security card.
- b. Have completed a least one full academic year (fall and spring semesters) of study as a full-time enrolled student. Considerations for transfer students will be given on a case-by-case basis.
 - c. Be actively pursuing a credential in an academic course of study in which the practical training is an integral part of the established curriculum.
 - d. Be in good academic, conduct and financial standing with WNCC.
4. Process
- A student applies for CPT to the Office of the Registrar prior to the start of the term in which CPT will be pursued.
 - As a part of the application process, the student must present to the Registrar an offer of employment from an employer offering work that qualifies as curricular practical training.
 - Employers must provide WNCC with a letter stating the number of hours of employment and acknowledging the student's international status. A letter must be provided for each student pursuing CPT with an employer.
 - Permission to participate in CPT must be authorized by the Registrar **prior** to pursuing the CPT experience.
 - CPT cannot begin until authorized by the Registrar, and this authorization is valid only for the specific employer, location, and period approved by the Registrar.
 - CPT may be granted for part-time work (up to a maximum of 20 hours per week) during the academic year. Up to 40 hours per week may be approved for the summer.
 - Students must maintain full-time enrollment while pursuing CPT.
 - Students must apply for and receive a social security number before beginning work.

B. Optional Practical Training (OPT)

At WNCC, an international student can apply for post-completion OPT for professional experiences to be completed after graduating from WNCC.

1. Post-completion OPT requires the student to work at least 20 hours or more per week.
2. Post-completion OPT is automatically terminated when a student transfers to another school or begins study at another educational level.
3. Eligibility

OPT requires that an international student:

1. Be in possession of all of the following documents:
 - an active F-1 visa;
 - an I-94;
 - an active I-20 from WNCC; and
 - a valid, unexpired passport.
2. Must be graduating from their program of study.

I. Process

- a. A student must apply for post-completion OPT with the Office of the Registrar and the Department of Homeland Security up to 90 days before completing their academic program. The OPT start date must begin within the grace period of 60 days post-graduation and cannot be changed once processed.
- b. If degree requirements are not met, post-completion OPT employment cannot begin until the degree requirements are completed.
- c. Students awarded post-completion OPT are still considered WNCC students. Students must maintain up-to-date contact information and documents with the PDSO/DSO.
- d. An international student does not need to have a job before applying for OPT but is required to be employed within 90 calendar days of the OPT start date.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: May 12, 2025

Revision Date:

Sponsoring Division: Student Services