

#### Announcement:

Beginning May 17, 2015, on-campus work permits for international students on F-1 visas will no longer be required. Human Capital Services (HCS) and department liaisons will track work authorization expirations using the Form I-9 and supporting documents. Individuals with a J-1 (including students), H-1B, TN, and O-1 will require on-campus work permits issued by ISSS (International Student & Scholar Services).

HCS and ISSS have developed a reference guide for completing I-9s for F-1 international students. If you have questions on verifying documents, please feel free to contact ISSS by emailing [iss@ksu.edu](mailto:iss@ksu.edu) or calling 785-532-6448.

#### **Work Authorization Policy and Procedures 3/25/2015**

##### F-1 students enrolled at K-State

Beginning May 17, 2015, work permits for international students on F-1 visas will no longer be required. Human Capital Services (HCS) and department liaisons will track work authorization expirations using the Form I-9 and supporting documents. Student employees must submit appropriate documents directly to their department liaison to extend work authorization. The department liaison will then forward the document(s) to HCS. Updated documentation must be received by HCS prior to the work permit expiration date on file for the employee to remain on payroll.

##### Other visa categories

On-campus work permits will continue to be issued by International Student & Scholar Services (ISSS) for individuals with immigration status of J-1 (including students), H-1B, TN, and O-1. On-campus work permits will include the expiration date of work authorization. Work permits must be renewed prior to the expiration date to remain on payroll.

##### HRIS Work Permit Expiration Date Report for Department Liaisons:

Department liaisons have access to the Work Permit Expiration Date Report to assist with tracking expiration dates. This report may be run at any time and for any range of dates and is an excellent tool for tracking employees whose work authorization will expire. Report instructions can be found at [Work Permit Expiration](#). A best practice would be to run this report monthly, looking at least 2 months into the future.

Due to the new policy to eliminate work permits from ISSS for F-1 students, we have provided a reference guide for completing the Form I-9 for F-1 students.

Form I-9, Section 2; List A:

Enter the document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee. You may use common abbreviations to document the document title or issuing authority, e.g. DL for driver's license and SSA for Social Security Administration.

NOTE: If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter the student's Form I-20 or DS-2019 number (Student and Exchange Visitor Number – SEVIS Number); and the program end date from Form I-20 or DS-2019.

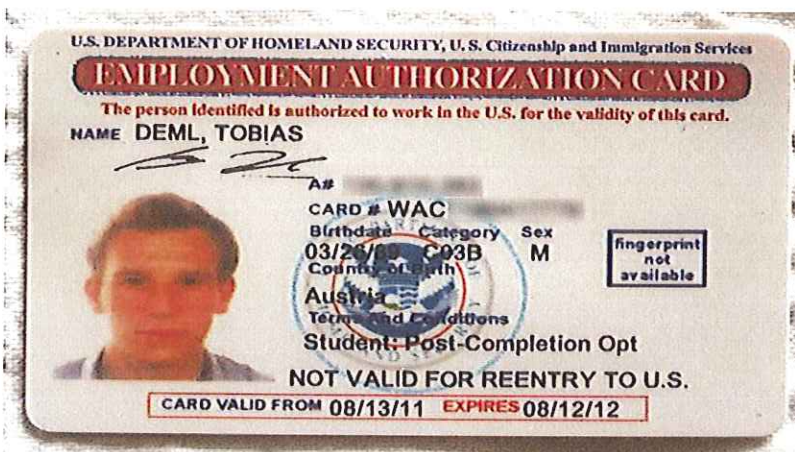
F-1 students enrolled at K-State

Section 2. Employer or Authorized Representative Review and Verification			
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>			
1 Employee Last Name, First Name and Middle Initial from Section 1: <u>Tres, Michelle S</u>			
List A Identity and Employment Authorization		OR	List B Identity
AND		List C Employment Authorization	
2 Document Title: French Passport	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy)	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy)
Document Title: I-94	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):		
Document Title: Form I-20	Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):		
			3-D Barcode Do Not Write In This Space

F-1s may also fall within one of the following categories:

1) F-1 students on OPT

- No work permit from ISSS required.
- Use EAD to complete I-9 section 2, list A.
- Student is responsible for working in the positions related to the field of study as listed on I-20 form.



2) F-1 students on CPT with I-20 from a different institution

- Use unexpired foreign passport
- Valid form I-94 (Image 1) indicating F-1 status
  - Also enter this number in Section 1.
- Form I-20 with designated school official's endorsement for employment on page 3 (Image 2)

Image 1

**U.S. Customs and Border Protection**  
Securing America's Borders

Get I-94 Number: **I-94 FAO** OMB No. 1651-0111  
Expiration Date: 11/30/2014

**Admission (I-94) Number Retrieval**

Admission (I-94) Record Number: **12345678910**

Admit Until Date (MM/DD/YYYY): **D/S**

Details provided on Admission (I-94) form:

Family Name: **Wildcat**  
First (Given) Name: **Willie**  
Birth Date (MM/DD/YYYY): **03/12/1994**  
Passport Number: **G124576**  
Passport Country of Issuance: **China**  
Date of Entry (MM/DD/YYYY): **1/15/2015**  
Class of Admission: **F-1**

Image 2

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RE-IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILY NAME: [REDACTED] FIRST NAME: [REDACTED]

Student Employment Authorization:  
Employment Status: **FULL TIME** Type: **CPT**  
Duration of Employment - From (Date): **01/24/20** To (Date): **05/10/20**  
Employer Name: [REDACTED]  
Employer Location: [REDACTED]

Comments: **CPT is related to student's major, approved by associate dean, and overseen by UNIV career services, DSO approved.**

Event History  
Event Name: **Registration** Event Date: [REDACTED]

Current Authorizations:  
CPT Employment Start Date: **01/24/20** End Date: **05/10/20**

This page, when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: [REDACTED] International Student Advisor: [REDACTED]  
Name of School Official: [REDACTED] Signature of Designated School Official: [REDACTED] Title: [REDACTED] Date Issued: [REDACTED] Place Issued (city and state): [REDACTED]

**States "full-time" or "part-time"** (points to Employment Status)

**States duration of employment authorization** (points to Duration of Employment)

**States employer's name and address** (points to Employer Name and Location)

### 3) F-1 students on OPT STEM

An F-1 academic student who received a bachelor's, master's, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE's website at [www.ice.gov/sevis/stemlist.htm](http://www.ice.gov/sevis/stemlist.htm).

Extensive language can be found in the Form I-9 handbook. We have simplified the documentation need for F-1 students on OPT STEM.

- No work permit from ISSS required.
- If STEM has been approved, use new EAD.
- If STEM is pending, use expired EAD; Form I-20 and I-797 Receipt Notice (image 3 below) to verify it was filed prior to end of standard Post-completion OPT.
  - Student can work for up to 180 days after the end of the standard Post-completion OPT while USCIS processes the STEM application.

Image 3

Department of Homeland Security  
U.S. Citizenship and Immigration Services

I-797C, Notice of Action



RECEIPT NUMBER LIN-08-135-51561		CASE TYPE I765 APPLICATION FOR EMPLOYMENT AUTHORIZATION
RECEIVED DATE April 3, 2008	PRIORITY DATE	APPLICANT [REDACTED]
NOTICE DATE April 3, 2008	PAGE 1 of 1	
[REDACTED]		Notice Type: Receipt Notice Amount received: \$ 380.00 Class requested: c3c

Receipt Notice- This notice confirms that USCIS received your application or petition. (This receipt is shown above.)

This Received Date must be earlier than the end date on the current EAD for Post-Completion OPT.