OPPORTUNITIES FOR UNDOCUMENTED STUDENTS

Tips, resources & self-advocating
AGENDA

1. Understanding the options
2. Professional experience options regardless of status
3. Navigating applications & interviews
4. Resources
What’s possible

Anything that’s not employment
- Experiential learning opportunities
- Fellowships
- NEBOs
- Entrepreneurship (starting your own business)

What’s not possible

Anything that is or looks like employment
- Working on-campus (no JobX opportunities)
- Volunteering for things that others are being paid for
- Hourly or paid work off-campus (no paid internships with employers)
What counts as Non Employment-Based Opportunities (NEBOs)?

A non-employment-based opportunity must ensure that the student benefits from the project and experience, **not the sponsoring department.** The student must design the project with the assistance of their mentor, establishing goals and stating learning outcomes.

**Stipulations:**
- Trainer trainee/ Mentor mentee relationship
- Student-led, non-employment project designed with support of mentor
- Student keeps regular records of progress on project and how it relates to learning outcomes/goals
- Mentor provides resources to assist student with completion of the project
- Engage in opportunities to build leadership skills (e.g. 2 DU Leads, Certificate Program, Resolution, Conferences, etc.)
- Student presents their findings at conclusion of project (e.g. department presentation, conference, etc.)
- Cannot benefit Swarthmore directly
Ways to potentially gain professional experience regardless of status

- Research with professors*
- Entrepreneurial venture
- Independent contracting
- Volunteering*

*cannot benefit Swarthmore directly
Entrepreneurial Ventures

- Avoids questions related to immigration status
- Exempt from freelance laws
- Access to financial capital for business
- Identity protection
- Lower health insurance premiums for individuals who are business owners
Limited Liability Company (LLC)

How to get started?

Acquire a FEIN

In PA:

- Register your business name  
  Cost: $70
- Certificate of Organization (PA) [DSCB:15-8821]
- accompanied by docketing statement [DSCB:15-134A],  
  Cost? $125
- Immigrants Rising worksheet for LLC
- LLC information by State
ENTREPRENEURIAL RESOURCES

- Limited Liability Company Center – Frequently Asked Questions
- LLC information by State
- Swarthmore Resources:
  - Center for Innovation & Leadership (CIL): Funding for internships, SwatTank; CIL Venture Fund; Design & Development Fund (DDF)
- Swattie Entrepreneurs
Independent Contractor = a self-employed person who produces specific work or product in a determined amount of time (e.g. designing a website, writing a report)

- Can be paid hourly or flat fee
- I-9 not required (for you)
  BUT.... do need either Social Security number or Individual Taxpayer Identification Number (ITIN)
- Must pay taxes on earnings
- Independent Contractor Guide
Examples of Independent Contract or Freelance

- Tutoring
- Graphic design
- Writing & editing
- Technical projects

- upwork
- clutch
- Reedsy
- Freelancer
ITIN Process

- ITINs are IRS assigned numbers issued only for federal tax purposes.
- What's the process?
- **Form W-7/ W-7(EN/SP):**
  - must be complete
  - Include all supporting documentation and U.S. federal income tax return.
  - Applicant's name must match name as it appears on identifying documents AND be the same name used on the tax return.
SWARTHMORE RESOURCES

• SWATWorks Micro-internships - independent contract opportunities
• Funded Swarthmore Summer Opportunities that are NEBOs or Fellowships:
  • SFEP - Funding to offset costs associated with professional development with local Philadelphia-based startups
  • Lang Center - Social Impact Summer Scholarship, Pilot Project Grant,
  • Lang Opportunity Scholarship Program (and many others) but NOT PSRF
  • CIL - CIL Summer Fund & CIL Venture Fund
  • Rubin Mentoring Program - supports variety of summer endeavors
  • Mellon Mays Undergraduate Fellowship for Research
  • Academic Division - supports academic endeavors such as research, intensive language study, thesis/independent research
Volunteering

• Usually avoids questions related to immigration status

• Be mindful of opportunities of engaging with minors - may require a background check and/or fingerprinting

Considerations/limitations
NAVIGATING APPLICATIONS & INTERVIEWS
Navigating Applications

What CAN be asked:

- Are you legally authorized to work in the United States?*
- Will you now or in the future require sponsorship to work in the United States?*
  *typically only asked by employers

How do you answer these legal questions above?

- “Wish not to disclose” (if possible)
- or “No”

Can NOT ask:

- What is your visa type or visa status?
- What is your nationality?
- What is your place of birth or of which country are you a citizen?
- What is your native language? What language do you speak most often?
Navigating Interviews

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- What is your visa type or visa status?
- What is your nationality?
- What is your place of birth or of which country are you a citizen?
- What is your native language?
- What language do you speak most often?

Can **ask:**

- About your availability to work
- If you are able to drive and have a valid driver’s license (if driving is part of the role)
- About ability to work nights and weekends
- About availability to travel (if part of the role)
Navigating Interviews

Options for responding to illegal questions:

● **Seek clarification** - “Can you tell me why you need to know that or how that is relevant to the opportunity?”

● **Redirect** - “If you’re asking if I have the ability to communicate effectively with some of our non-English speaking clients, I also have fluent Arabic and proficient Spanish”

● **Ignore and respond anyway** - “How kind of your to notice my engagement ring. Yes, I’m excited to be getting married next summer.”
When/if to disclose your status

- Depends on the situation
- If disclosing, only AFTER acceptance of opportunity
- Resources around whether and how to disclose:
  - Fastcompany: When to share your status
  - Disclosing your Immigration Status
Go get your undocu-hustle on!

OUR STORY: 
Proserity For All

As the go-to small business support system for Orange County’s under-resourced communities, immigrants, and people of color, we have touched the lives of over 3,000 people and helped 350 of them launch businesses or become launch ready. Through individualized entrepreneurial training and coaching, we provide resources where there are none, connections where they are scarce, and support where it’s hard to find.
Questions?

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