



Swarthmore College  
**CAREER SERVICES**



# 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



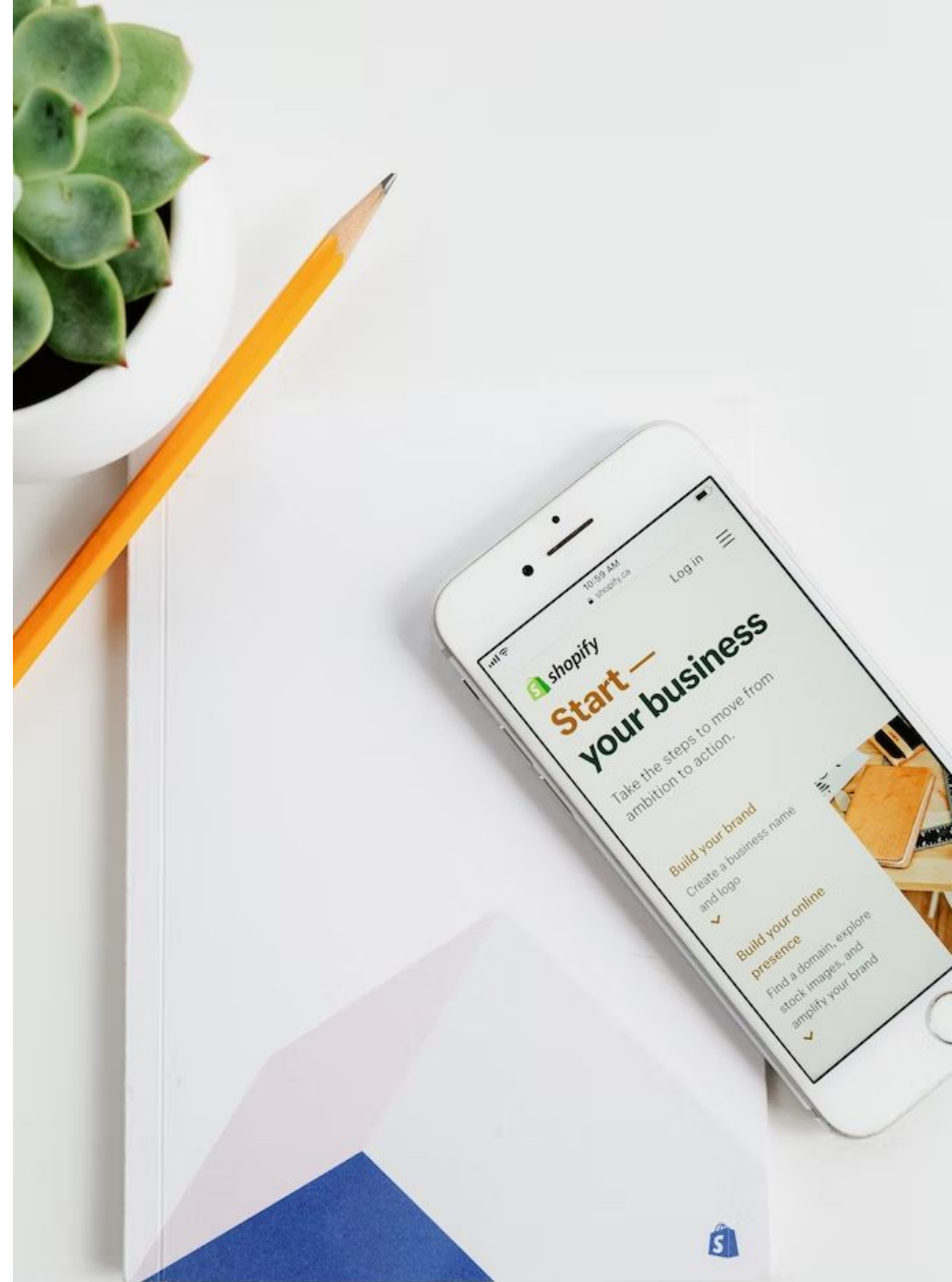
# Limited Liability Company (LLC)

## •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 Contract Work

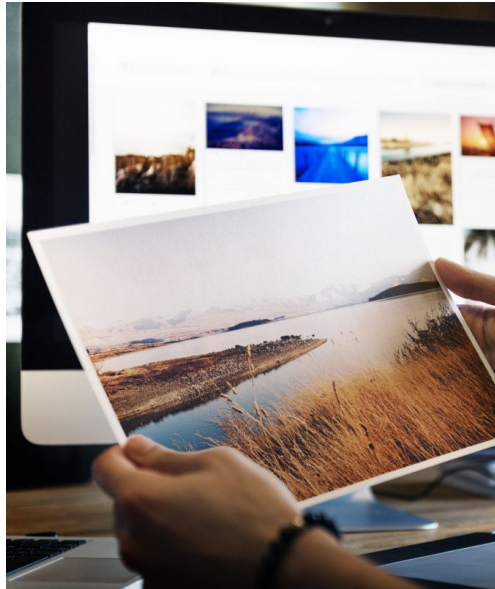
Independent Contractor = a self-employed person who produces specific work or product in a determined amount of time (e.g. designing a website, writing a report)

- 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

- [upwork](#)
- [clutch](#)



Writing &  
editing

- [Reedsy](#)



technical  
projects

- [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.

Form  
**W-7**  
(Rev. August 2019)  
Department of the Treasury  
Internal Revenue Service

An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.

**Application for IRS Individual Taxpayer Identification Number**  
► For use by individuals who are not U.S. citizens or permanent residents  
► See separate instructions.

Before you begin:  
Fill out this form if you have, or are eligible to get, a U.S. social security number (SSN) and are submitting Form W-7. Read the instructions for the box you check. **Caution:** Do not submit a federal tax return with Form W-7 unless you meet one of the exceptions.

Check the box that describes your status:  
1. If you are a U.S. citizen or permanent resident alien required to get an ITIN to claim tax treaty benefit, enter relationship to U.S. citizen/resident alien.  
2. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
3. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
4. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.

5. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
6. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.

7. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
8. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.

9. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
10. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.

11. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
12. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.

13. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.  
14. If you are a U.S. citizen or permanent resident alien based on days present in the United States) filing a U.S. federal tax return, enter relationship to U.S. citizen/resident alien.





# 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



## ***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?



## ***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 you to notice my engagement ring. Yes, I’m excited to be getting married next summer.”*





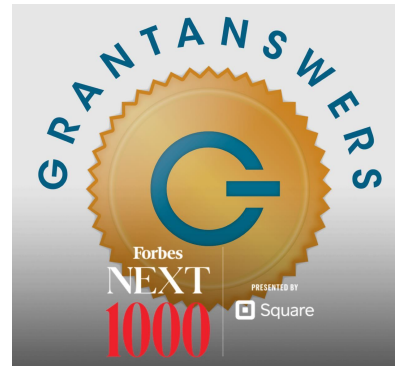
# When/if to disclose your status



- 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!



**CIELO<sup>1</sup>**

OUR STORY:

## Prosperity 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.



**WBEC****EAST**  
WOMEN'S BUSINESS ENTERPRISE CENTER

JOIN FORCES. SUCCEED TOGETHER.

# Questions?



Lesley Reyes Pina

[lreyespl@swarthmore.edu](mailto:lreyespl@swarthmore.edu)

Sproul Hall 104



Claire Klieger

[ckliegel@swarthmore.edu](mailto:ckliegel@swarthmore.edu)

Phone: (610) 328-8352

Parrish Hall 163