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

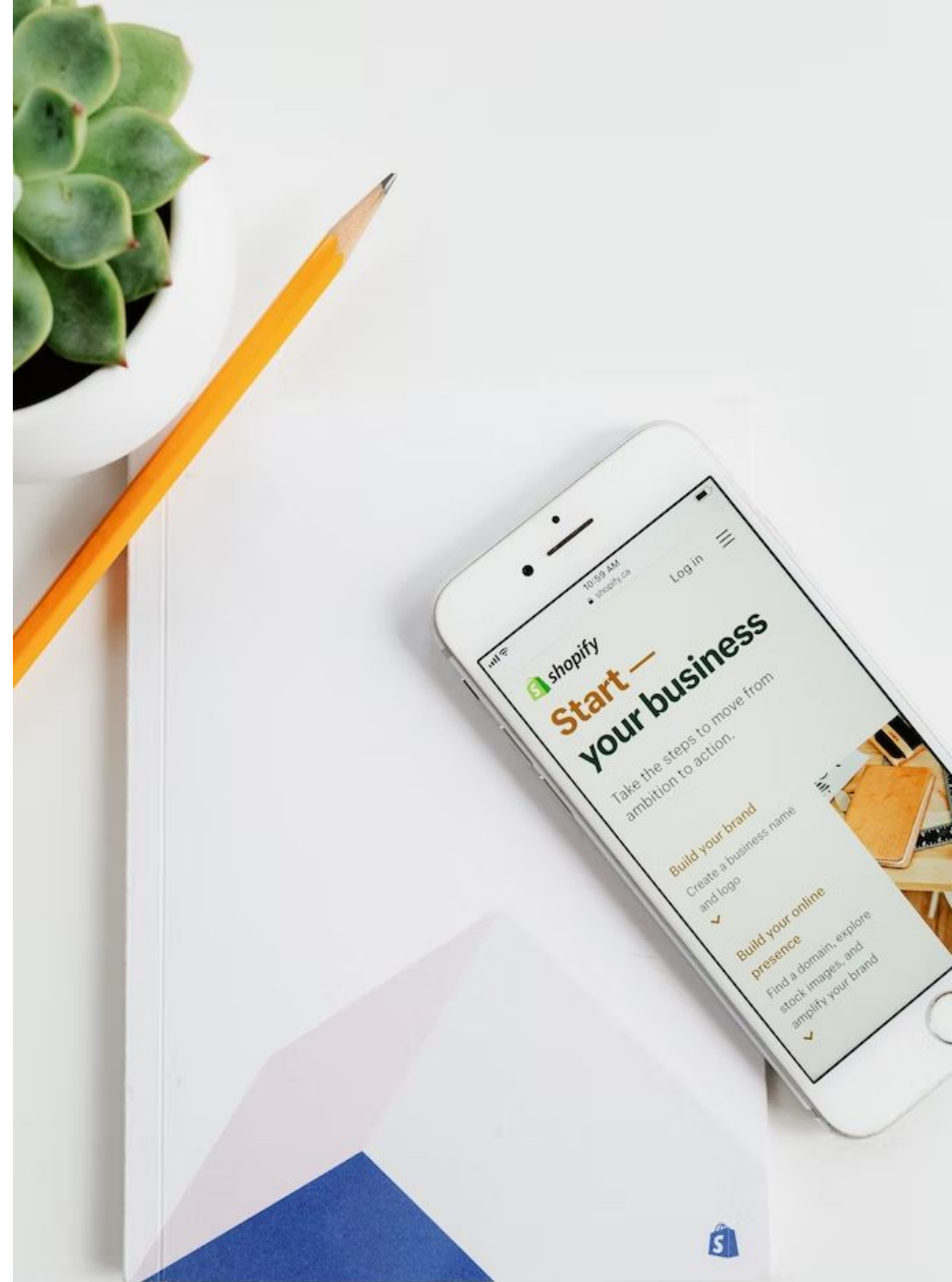- Lower health insurance premiums for individuals who are business owners

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
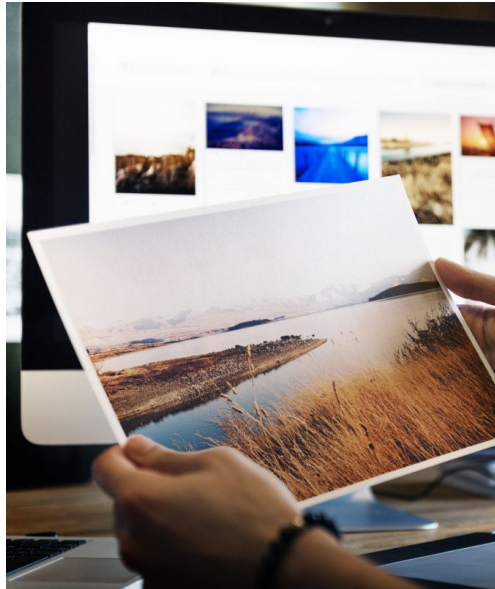
Graphic design

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

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 your to notice my engagement ring. Yes, I'm excited to be getting married next summer.*"
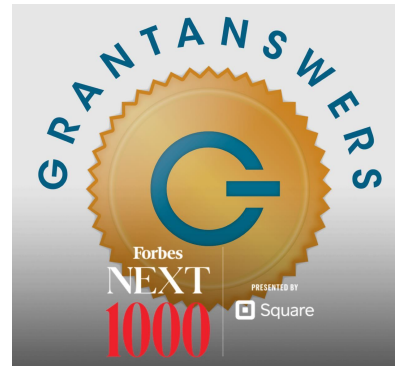
When/if to disclose your status

- 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!

Questions?

Lesley Reyes Pina

lreyesp1@swarthmore.edu

Sproul Hall 104

Claire Klieger

ckliege1@swarthmore.edu

Phone: (610) 328-8352

Parrish Hall 163