

Student Employment – UNT Career Center
International Students Guide for Finding Campus Jobs

To get started on using Handshake, visit <https://careercenter.unt.edu/handshake-login/> and check out the tutorials and links.

Frequently Asked Questions (FAQ)

Q – What documents are international students required to bring to the I-9 verification appointment?

A – Passport, signed I-20 and I-94

Q – Can students process their I-9 on the same day that they receive their invitation to onboard?

A – No. Students must wait 24 hours after they receive the invitation to onboard email to process their I-9.

Q- Do students need to book an I-9 appointment.

A – No. All I-9's are by drop in only. Monday – Friday 11am – 4pm no appointment required, located in Sage Hall #202. No drop-ins when the office or university is closed.

Q - How many hours a week can an international student work?

A – F1/J1 visa holders can work 20 hours per week while classes are in session or as determined by their visas. More information here:

<https://international.unt.edu/content/campus-employment>

Q – Can international students work after graduation?

A – Work authorization ends on the last official date of the semester. They will need OPT work authorization from the International Affairs Office to continue work on campus: [Optional Practical Training | International Affairs](#)

[unt.edu](https://international.unt.edu/content/graduation-program-completion-and-your-grace-period)); More information about completion of program here:
<https://international.unt.edu/content/graduation-program-completion-and-your-grace-period>

Q – Can international students work more than 20 hours during the breaks.

A – Yes. If they are not taking any labs, mini sessions, or classes.

Q – Can international students work during the fall, spring, and summer breaks.

A – Yes, pending department needs and opportunities.

Helpful Tips

Be accurate with your application materials. Demonstrate how your skills and experiences are related to the open position. There is no need to embellish your experience or credentials when applying for or interviewing for a job.

Tips for interviews can be found here:

<https://careercenter.unt.edu/resources/dressing-for-an-interview/>

Professionalism – It is imperative that students communicate and dress to reflect the values and services of the hiring department. Students never know when they may be introduced to a potential employer, on-campus or off- campus. The above tips for interviews apply to professionalism while working your campus job.

Do not be excessive with follow-up to the departments regarding the application for a student job. One follow-up is acceptable, multiple follow-ups are not.

If you do secure an on-campus job, International Affairs has general information about U.S. taxes online here:
<https://international.unt.edu/content/understanding-us-taxes-and-your-responsibilities>

What is [OPT](#) or [CPT](#)?

CPT – for all students taking an internship “[CPT - practical training](#)” program requirement while taking classes.

OPT – after graduation 1-year [optional practical training](#) after graduation for most major and [STEM majors have 3 years](#).

All OPT and CPT formal requests must go through the [ISSS office](#).

ISSS hosts regular workshops throughout the semester on immigration topics including CPT and OPT. All events will be listed on our website here:
<https://international.unt.edu/content/international-and-cultural-programs-0>.

Other Career Center Resources

[Interstride](#): Discover jobs and internships in the US and around the world. Connect with your international community. Find resources to level up your career.

[GoinGlobal](#): Country and City Career Guides, Job and Internship Search, Employer Directory, H1B Visa and OPT Resources, and CultureWizard, (a culture assessment learning platform).

Updated 1/4/2024