

MEMORANDUM
INDUSTRIAL PRACTICE PROGRAMS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
THE UNIVERSITY OF TEXAS AT DALLAS
OFFICE: 972-883-4363 FAX: 972-883-4353 WEBPAGE: www.ecs.utdallas.edu/ipp

DATE: 11 July 2006
TO: Participating Employers
SUBJECT: Hiring International Students and Hiring Deadlines for Fall Semester 2006

This memo is intended to clarify employment eligibility and notify you of the deadlines for hiring international students for the Fall Semester 2006. Nonresident aliens admitted to the United States as a student (F-1 visa) may be permitted to participate in Curricular Practical Training (CPT). CPT includes internships and cooperative education. **Social Security and Medicare taxes are NOT paid/withheld for nonresident alien students working under CPT.** (See IRS Publication 519, U.S. Tax Guide for Aliens, this exception does not apply to international students who have been in the U.S. in five separate calendar years.) **Additionally, employers need NOT pay federal or state Unemployment Compensation taxes for any student certified by their university as an official cooperative education or internship student.** (See Section 201.069 of the Texas Unemployment Compensation Act or the Unemployment Compensation Act for your state.) Workers Compensation Taxes must be paid. Federal income taxes must be withheld.

EMPLOYMENT ELIGIBILITY

International students majoring in Computer Engineering, Computer Science, Electrical Engineering, Software Engineering, or Telecommunications Engineering and meeting U.S. CIS, UT-Dallas and Jonsson School eligibility requirements may be **EMPLOYED** through the Jonsson School IP Programs. CE, CS, EE, SE and TE students with F-1 (student) visas who wish to work may do so by enrolling in the Jonsson School IP Programs, applying for Curricular Practical Training (CPT), and securing work clearance through the UTD International Student Services Office. Upon being hired, students will present their work eligibility documentation (U.S. CIS Form I-20) to you. **INTERNATIONAL STUDENTS MAY NOT WORK AS INDEPENDENT CONTRACTORS.** IRS Publication 519 indicates nonresident alien students **"may not engage in business"**.

U.S. CIS REQUIREMENTS

In order to meet U.S. CIS requirements for hiring international students, interested employers should:

1. If not already done, complete and return the **IPP Employer Needs Form**.
2. Provide the student **an offer letter on your company's letterhead**, which states or includes the following:
 - **Position is a Co-op or Intern assignment**
 - **Physical (street) address of the work location**
 - **Detailed position description** (The position must be related to the current degree and major of the student.)
 - **Name and telephone number of the student's supervisor or department manager**
 - **Number of hours per week the student will be working**
 - **Wages per hour**
 - **Starting Date** (see below)
 - **Ending Date** (see below)

| <u>Starting Date</u> | <u>Earliest</u> | <u>Recommended</u> | <u>Latest</u> |
|-----------------------------|---|--|---|
| | <u>Monday, 7 August 2006</u> | <u>Monday, 14 August 2006</u> | <u>Monday, 23 October 2006 *</u> |
| <u>Ending Date</u> | <u>For Graduating Students</u> | <u>Non-Graduating Students</u> | <u>Non-Graduating Students</u> |
| | <u>Saturday, 9 December 2006</u> | <u>Saturday, 23 December 2006</u> | <u>Saturday, 6 January 2007</u> |

LAST DAY TO SUBMIT OFFER LETTERS FOR FALL SEMESTER 2006

UTD rules require that international students enroll in a course related to the IPP/Co-op/Internship/CPT assignment. The last day to enroll in this course, without a financial penalty, for Fall Semester 2006 is Wednesday, 11 October. Students receiving offer letters for a Fall assignment after this date will face increasingly severe financial penalties for late registration. Please try to send all offer letters to international students by Wednesday, 11 October 2006 so the students do not incur the late registration fees. It is currently taking 3 days after receipt of the offer letter by our staff to obtain final approval for international students to work on IPP assignments. **We encourage employers to get offer letters to us as soon as possible.**

*** Additionally, UTD rules require that international students wishing to work full-time in the Fall Semester 2006 work a minimum of eleven weeks of full-time work in order to maintain full-time student status. The last day to receive offer letters for full-time assignments for the Fall Semester 2006 is Wednesday, 18 October 2006. This date would allow students to start working on Monday, 23 October 2006. Students starting full-time work on Monday, 23 October 2006 would have to work through Saturday, 6 January 2006. For international students graduating in Fall Semester 2006, the latest starting date will be Monday, 25 September 2006. Please have offer letters to us by Wednesday, 20 September for those graduating students.**

STUDENTS CONTINUING TO CO-OP

Companies that have students currently working on an IPP/Co-op/Intern/CPT assignment in the Summer Semester 2006 and wish to continue to employ the same students in the Fall Semester 2006 **should submit new offer letters, which reflect the extended work period, to the Industrial Practice Programs at least 10 working days prior to the expiration date of the current work approval.**

Please do not hesitate to contact us at (972) 883-4363 if you have any questions. Our interest is in serving your hiring needs.