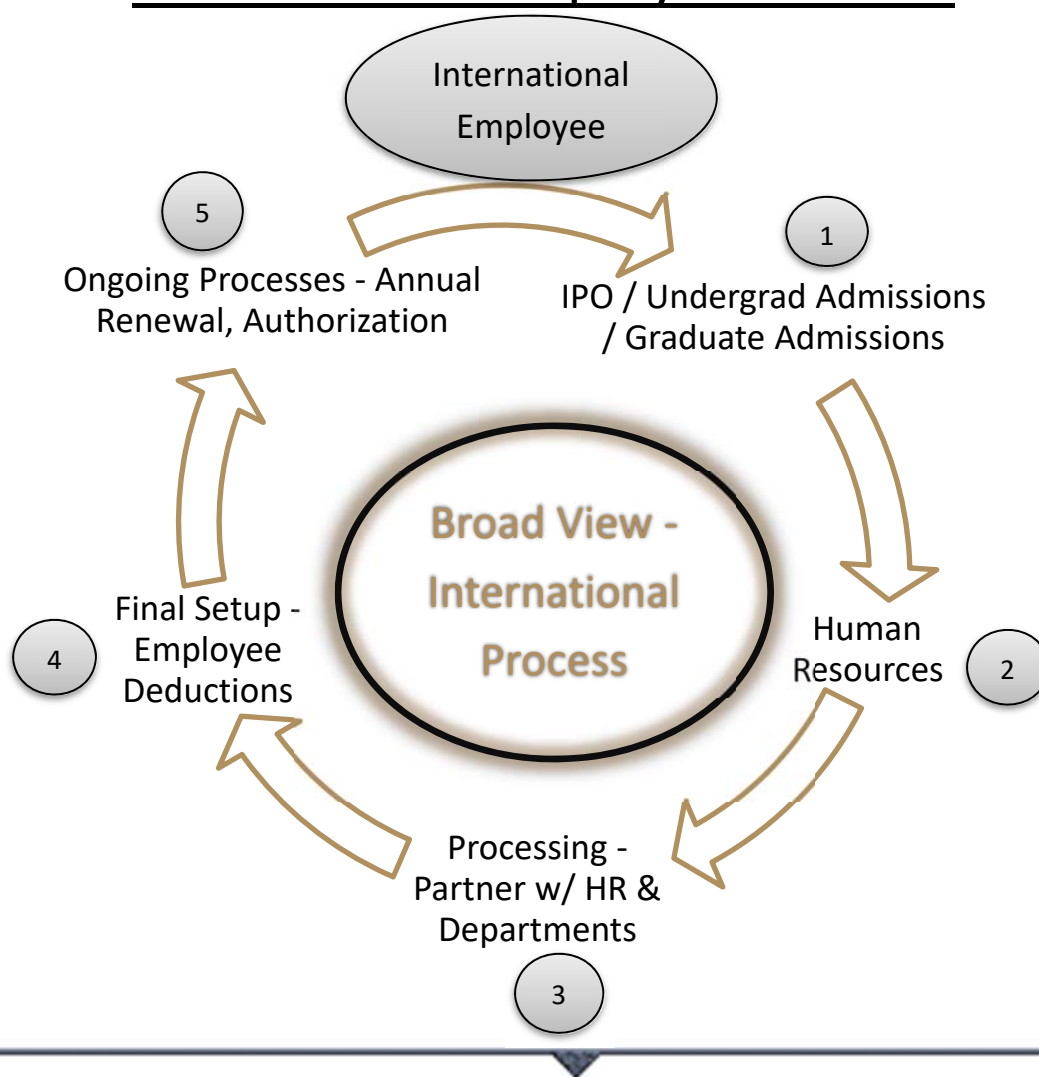


# International Employee Process



## International Process at Human Resources (Process # 2 above)

Two steps for International Employees:

1. Visit the Social Security Administration Office in Lewiston, Idaho (or applicable SSA Office)
2. International Paperwork at HR

Available at <http://www.uidaho.edu/human-resources/managers/banner-epaf>  
Under “Process and Policy Reminders for EPAFs and International Employees”

- Read through “International Employee Reminders” – International Authorization Expiration Process, SSN Application, etc.
- Email [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) with any International Employment questions



**University of Idaho**  
Human Resources

## Can I hire an International Employee? (Visa Status)

- Students (F1 / J1) – Authorized employment on-campus at any job while attending school (20 hours per week while school is in session, can work full-time during any school breaks, spring, summer, fall and winter)
- Students (F1) – Curriculum Practical Training (CPT) – Internship opportunity, must be receiving internship or directed study credit and the position must be in or directly related to their field of study. Must be approved by International Programs Office (IPO) first
- Students (F1) – Optional Practical Training (OPT) – One year employment authorization after graduation. Must be in or directly related to field of study. Must be working at least 20 hours per week
- Visiting Scholars / Researchers / Professors (J1)
  - Typically 3 months to 5 years duration
  - Short processing time through International Programs (IPO)
  - Relatively low cost (FedEx and/or SEVIS I-901 fee)
  - Check with IPO for details (Laila Cornwall, Associate Director or Dana Brolley, Director of International Services)
- Sponsorship of Multi-Year Employees (H-1B Visiting Professional)
  - 6-year duration (usually next step toward employment based green card – Permanent Resident)
  - Up to a 6-month processing time unless paying a premium processing fee
  - Significant cost for application fees (\$\$\$)
  - Must have at least a Bachelors' Degree Minimum Requirement
  - Department of Labor Conditions – Application process (7 to 21 days):
    - **Wages:** Pay nonimmigrants at least the local prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time. Offer nonimmigrants benefits on the same basis as offered to U.S. workers.
  - **Working Conditions:** Provide working conditions for nonimmigrants which will not adversely affect the working conditions of workers similarly employed.
  - Check with Laila Cornwall, Associate Director or Dana Brolley, Director of International Services at IPO
    - Best to investigate prior to search to ensure DOL certification is met
    - Costs need to be investigated
    - Best if it is for high-level Employees – Classified, Exempt, Faculty and Administrative positions

Other work visa options may be available, so please email [ipo@uidaho.edu](mailto:ipo@uidaho.edu) to either Laila Cornwall or Dana Brolley for advice on the best visa option