



ISSO Services for BU Graduates on F-1 OPT Who are also working at BU

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You're now a Dual Client! You are both a BU graduate in F-1 student status and a BU employee or visiting researcher. In ISSO words you are both our "student" and our "scholar."

So how does this work? Because you now have two affiliations with the ISSO, you will work with both ISSO advising teams – F-1 student processing will still happen with your ISSO International Student Advisor, but employment-based processing and long-term immigration processing will be handled by your ISSO International Scholar Advisor.

Here's a helpful checklist to break things down:

| International Student Advising Team | International Scholar Advising Team |
|--|---|
| <p><i>Your ISSO Student Advisor is a Designated School Official (DSO) for BU's F-1 student program, and will advise you on maintaining your F-1 status, monitor your F-1 SEVIS record, and assist you in applying for F-1 benefits of status.</i></p> | <p><i>Your ISSO Scholar Advisor will advise you on questions you may have as a BU international employee (or visiting researcher), including verifying and monitoring your continued work permission and facilitating long-term immigration planning.</i></p> |
| <p>ISSO services offered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> PRESENT EAD: When you receive your Employment Authorization Document (EAD) approving your OPT employment, present this card to your ISSO Student Advisor to update your student record. We will verify that the dates of your authorization match the OPT dates for which you were recommended. <input type="checkbox"/> ISSUE CORRECTED I-20s: An ISSO Student Advisor will reissue a new I-20 for you if your approved OPT dates don't match the dates on your recommendation. <input type="checkbox"/> SEVIS REPORTING REQUIREMENTS: The ISSO Student Advising team will outline your requirements for updating your OPT Employer address in the BU Student Link so that your SEVIS record is up-to-date. <input type="checkbox"/> I-20 TRAVEL SIGNATURE: Only a member of the ISSO Student Advising team (an F-1 Designated School Officials or "DSOs") can sign your I-20 prior to international travel. A travel signature is required within the past six months if you travel on OPT. <input type="checkbox"/> ADVICE ON F-1 VISA RENEWAL: An ISSO Student Advisor will advise you on the process of applying for a new F-1 visa if you are traveling abroad, but may not be aware of pending processing that the ISSO Scholar Team may be assisting you with that might affect your travel permission. <input type="checkbox"/> ASSIST WITH OPT STEM EXTENSION APPLICATION: Your ISSO Student Advisor will issue a new I-20 to assist you in applying for the STEM OPT extension if you qualify. Before we recommend you for a STEM extension, however, you must first receive approval from the ISSO Scholar Team. | <p>ISSO services offered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> COMPLETE I-9: As a new employee you must come to the ISSO during one of our Scholar I-9 Hours to complete Form I-9 Employment Eligibility Verification in order to be put on BU Payroll as a non-student employee. <input type="checkbox"/> ADVICE ON AFFECT OF INTERNATIONAL TRAVEL: While your ISSO Student Advisor will sign your I-20 for travel, you should also inform your BU hiring department and ISSO Scholar Advisor if you will be out of the U.S. for an extended time or if you will be applying for a visa during your travel abroad. This is particularly important if the ISSO is assisting you with a change of immigration status as the timing of international travel might either facilitate or complicate pending immigration processing that is happening on your behalf. <input type="checkbox"/> RECEIVE BU APPROVAL FOR EMPLOYMENT UNDER STEM OPT EXTENSION: If your hiring department wishes to continue your BU employment beyond the end of your OPT, you must work with them to complete and submit a Request for Immigration Sponsorship before your ISSO Student Advisor can recommend you for an OPT STEM extension. <input type="checkbox"/> DISCUSS LONG-TERM PLANNING FOR EMPLOYMENT-BASED SPONSORSHIP: If you will continue BU employment after OPT, your ISSO Scholar Advisor can discuss a plan for transitioning from OPT to a next step of employment authorization. In most cases, scholars who qualify for the STEM OPT extension will be advised to use this benefit first. In order to begin immigration processing for you, a completed Request for Immigration Sponsorship is required – including a Form A from the hiring department, a Form B from you the employee, and supporting documents outlined in the checklist. |

FAQs for Dual Clients (BU F-1 Students who are also working at BU)

1. Can I continue working at BU immediately after graduation?

As long as you continue to maintain lawful F-1 status, your “on-campus” employment authorization usually ends on the date that you graduate from BU. More specifically, your on-campus employment ends on the earliest of the following dates: (1) the date your I-20 expires, (2) the date on which your registration ends, (3) the date on which a new semester begins.*In certain cases, the date on which you must end your on-campus employment is earlier than the end date of your I-20. For instance, if you are registered over the summer, you are not permitted to work beyond the date for which you are registered (end of Summer I or Summer II), even if your I-20 shows a later graduation date. For January graduates, you may not continue working on-campus after the spring semester starts.

Once your F-1 “on-campus” work permission ends, you must stop employment until you receive USCIS approval to begin working on F-1 Optional Practical Training (OPT) and you are hired as a non-student employee – either as a staff member, researcher, or in a faculty position or temp position.

2. What steps are required with the ISSO when I first receive my EAD?

When you receive your Employment Authorization Document (EAD) you must (1) Present your EAD to the ISSO Student Team so that we can update your student record, make any edits, and reissue an I-20 if dates do not match. If you have received a job offer from BU, you will also need to (2) come to the ISSO during Scholar Walk-In Hours to complete an I-9 Employment Eligibility Verification so that we can put you on “regular” (non-student) payroll. Sometimes you will receive your EAD near the same time your BU employment begins and you will be able to complete both of these steps in one trip. Other times, your EAD approval will arrive first and you will not receive your BU offer until later, in which case, this may require separate trips to the ISSO.

3. What is required for my hiring department to request ISSO immigration processing on my behalf?

Before the ISSO can begin to evaluate your options for continued immigration sponsorship after F-1 OPT, your hiring department must submit a completed Request for Immigration Sponsorship and all required support documents to the ISSO. See: <http://www.bu.edu/isso/administrators/checklist/>

4. What happens when I end my BU employment?

If you will end your employment at BU prior to the end date on your OPT authorization, you will no longer be a “Dual Client,” but you may still continue to be an active F-1 student on OPT. For this reason, keep in mind that you must report the end of your BU employment separately to each of the ISSO teams. **As a Scholar team client**, you must work with your hiring department to submit the ‘End of Employment/Activity Form’ to your ISSO Scholar Advisor.

As a BU Student on F-1 OPT, you will also need to follow the OPT reporting requirements and update your location/employer via the Student Link as this is reported to your SEVIS record. Please let us know if you will continue your OPT employment at another employer or if you plan to end your OPT and leave the U.S. permanently.

Useful Web Resources

Maintaining status during OPT: <http://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/optional/post-completion-opt-maintenance-of-f-1-status/>

Verifying employment eligibility at BU: <http://www.bu.edu/isso/employment-internships/employment-at-bu/>

Scholar services weekly calendar: <http://www.bu.edu/isso/administrators/calendar/>

STEM OPT Extensions: <https://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/24-month-stem-opt/>

Exiting BU: <http://www.bu.edu/isso/exiting-bu/>