

HTIR FAST-TRACK EMPLOYMENT SERVICES PACKAGE (OPTIONAL)

Employment Process: As an international student enrolled in the HTIR Work-Study Program, you will be eligible for off-campus employment within the first quarter of your Master degree studies. However, before you can actually start employment with an American company, you must complete the following steps.

1. Obtain a job offer letter from a prospective employer.
2. Obtain a work authorization form from the university.
3. Obtain a Social Security number from the U.S. Social Security Administration

As a work-study student, it is your responsibility to search for and secure a job. You have the choice of fulfilling the above steps on your own, **or**, you may choose to engage HTIR to assist you through its Fast Track Employment Services Package.

Option A: Securing Employment on Your Own: You need to be aware that it will probably take you longer to get started in a job by trying to meet the above requirements on your own—as compared with getting assistance through the HTIR Fast Track Services Package. This is because the majority of large companies will **not** be willing to interview you or offer you employment unless you first possess a Social Security number and a work authorization form. Nevertheless, you still have the choice to search for those few companies which, in fact, **will** allow you to interview for a job without first possessing the required documentation.

Option B: Securing Employment Through The HTIR Fast-Track Employment Services Package: In an effort to increase your chances of getting a job more quickly, you may choose to purchase for \$500 the assistance that HTIR offers through this Fast Track Employment Package, which will provide you the following benefits:

1. **Obtaining An Employment Offer Letter:** Shortly after arriving at the university, HTIR will arrange for an employment agency or other local firm to issue to you an offer letter of employment as a standby (or bench) non-paid intern employee, until you locate suitable paid employment with another American company, or until said agency or firm is able to subcontract you out to a third party company with paid employment. With the offer letter you will be eligible to obtain a work authorization form and eligible to apply for a Social Security number.
2. **Help (as needed) in Getting a Work Authorization Form:** You will receive guidance from HTIR, and advocacy with the university, as needed, in obtaining your employment authorization document.
3. **Help (as needed) in Getting your Social Security Number:** You will receive guidance from HTIR, as needed, in applying for, and obtaining, your Social Security Number from the U.S. government...
4. **Explanations (as needed) to Prospective Employers.:** HTIR or its staff attorney will be willing to discuss with any of your prospective employers the nature of the government authorized Curricular Practical Training program in order to ensure them of the legality of your employability, and will guide any such new employer through the process of the I-9 form and any other requirements mandated by the government for companies employing non-citizens.

Yes, I want to purchase the Fast Track Employment Package.

By selecting yes, I agree to deposit \$500 with HTIR or one of its Authorized Representatives before obtaining my I-20 with the understanding that the \$500 will be fully refunded in the event I am unable to obtain my F-1 visa

Print Name

Signature

Date

No, I do not want to purchase the Fast Track Employment Package.

By selecting “No” I understand that it is my personal responsibility to obtain an employment offer letter, employment authorization, and a social security number without the assistance of HTIR. I also understand that the process for obtaining an employment offer letter, employment authorization, and social security number could take several weeks or months and until then, I will not be eligible to work.

I also understand that if I choose now not to purchase this package, it may not be available to me if I change my mind and decide later, after arriving in the U.S., that I want it.

Print Name

Signature

Date

For Office Use Only:

By signing below, I, the HTIR Authorized Representative or counselor, agree that I have made no promises or statements regarding employment that are contrary to the information included in this document. I also testify that I have thoroughly explained the Fast Track Employment Package to the student and that he/she is fully aware of the employment process mentioned herein.

Print Name

Signature

Date