Announcement:
Beginning May 17, 2015, on-campus work permits for international students on F-1 visas will no longer be required. Human Capital Services (HCS) and department liaisons will track work authorization expirations using the Form I-9 and supporting documents. Individuals with a J-1 (including students), H-1B, TN, and O-1 will require on-campus work permits issued by ISSS (International Student & Scholar Services).

HCS and ISSS have developed a reference guide for completing I-9s for F-1 International students. If you have questions on verifying documents, please feel free to contact ISSS by emailing isss@ksu.edu or calling 785-532-6448.


F-1 students enrolled at K-State
Beginning May 17, 2015, work permits for international students on F-1 visas will no longer be required. Human Capital Services (HCS) and department liaisons will track work authorization expirations using the Form I-9 and supporting documents. Student employees must submit appropriate documents directly to their department liaison to extend work authorization. The department liaison will then forward the document(s) to HCS. Updated documentation must be received by HCS prior to the work permit expiration date on file for the employee to remain on payroll.

Other visa categories
On-campus work permits will continue to be issued by International Student & Scholar Services (ISSS) for individuals with immigration status of J-1 (including students), H-1B, TN, and O-1. On-campus work permits will include the expiration date of work authorization. Work permits must be renewed prior to the expiration date to remain on payroll.

HRIS Work Permit Expiration Date Report for Department Liaisons:
Department liaisons have access to the Work Permit Expiration Date Report to assist with tracking expiration dates. This report may be run at any time and for any range of dates and is an excellent tool for tracking employees whose work authorization will expire. Report instructions can be found at Work Permit Expiration. A best practice would be to run this report monthly, looking at least 2 months into the future.
Due to the new policy to eliminate work permits from ISSS for F-1 students, we have provided a reference guide for completing the Form I-9 for F-1 students.

Form I-9, Section 2: List A:

Enter the document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee. You may use common abbreviations to document the document title or issuing authority, e.g., DL for driver's license and SSA for Social Security Administration.

NOTE: If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter the student’s Form I-20 or DS-2019 number (Student and Exchange Visitor Number – SEVIS Number); and the program end date from Form I-20 or DS-2019.

F-1 students enrolled at K-State

F-1s may also fall within one of the following categories:

1) F-1 students on OPT
   - No work permit from ISSS required.
   - Use EAD to complete I-9 section 2, list A.
   - Student is responsible for working in the positions related to the field of study as listed on I-20 form.
2) **F-1 students on CPT with I-20 from a different institution**
   - Use unexpired foreign passport
   - Valid form I-94 (Image 1) indicating F-1 status
     - Also enter this number in Section 1.
   - Form I-20 with designated school official’s endorsement for employment on page 3 (Image 2)
3) F-1 students on OPT STEM

An F-1 academic student who received a bachelor’s, master’s, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE’s website at www.ice.gov/sevis/stemlist.htm.

Extensive language can be found in the Form I-9 handbook. We have simplified the documentation need for F-1 students on OPT STEM.

- No work permit from ISSS required.
- If STEM has been approved, use new EAD.
- If STEM is pending, use expired EAD; Form I-20 and I-797 Receipt Notice (image 3 below) to verify it was filed prior to end of standard Post-completion OPT.
  - Student can work for up to 180 days after the end of the standard Post-completion OPT while USCIS processes the STEM application.

![Image 3](image3.jpg)

**Notice Type**: Receipt Notice
- **Amount received**: $380.00
- **Class requested**: C3 C

*This Received Date must be earlier than the end date on the current EAD for Post-Completion OPT.*