

LASELL UNIVERSITY INTERNATIONAL UNDERGRADUATE STUDENT HANDBOOK

2025-2026



THE OFFICE OF INTERNATIONAL SERVICES

The Office of International Services is dedicated to supporting international students throughout their time spent in the Lasell community. The Office of International Services provides information, support, and advising on a wide range of topics, including immigration issues (work permissions, travel, F-1 visa regulations), social and cultural differences, and resources at Lasell University and in the community.

Our services include:

- Advising students about on-campus and local resources
- Providing guidance on F-1 visa regulations and maintaining valid immigration status
- Information sessions and assistance in applying for employment authorization (CPT and OPT)
- Answering travel-related inquiries
- Assistance in applying for on-campus jobs, social security numbers, driver's licenses, etc.
- Support in cultural, academic and social adjustment
- Cultural programming and events for international students

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CONTENTS

4 F-1 VISA REGULATIONS

6 ACADEMICS AT LASELL UNIVERSITY

- 6 Academic Advisors
- 7 Registration
- 8 Academic Policies
 - Academic Integrity
- 10 Tips for International Students

11 ACADEMIC RESOURCES

- 11 Academic Achievement Center (AAC)
- 12 Brennan Library
- 13 Faculty Office Hours

15 ON-CAMPUS RESOURCES

- 15 Office of International Services
- 16 Registrar's Office
 - Student Accounts
- 17 Career Development Center
- 18 Intercultural Center and Commuter Cottage (IC3)
- 19 Counseling Center
- 20 Health Center
 - Health Insurance



21 CAMPUS MAP

22 EMPLOYMENT IN F-1 STATUS

- 23 On-Campus Employment
- 24 Off-Campus Employment
 - Internships
- 25 Curricular Practical Training (CPT)
- 26 Optional Practical Training (OPT)
- 27 Social Security
- 28 Taxes

29 WELCOME TO LASELL!

F-1 VISA REGULATIONS

To maintain legal status in the U.S., F-1 students must follow these federal regulations, state regulations, and Lasell policies:

1. **Check in with the Office of International Services upon arrival** at Lasell University to register your SEVIS record. This alerts the Department of Homeland Security (DHS) that the student is an active student.
2. **Report any changes your name, address, or contact information** to the Office of International Services within 10 days of the change by updating the profile in MyLasell Self-Service.
3. **Be sure to carry your required documents** when traveling and re-entering the U.S. as well as when you travel inside the U.S. Be sure to have your I-20 signed at least one time each year. This is referred to as a "travel signature" since students will need to show that they have a recent signature from a Designated School Official (DSO) every time they leave the U.S. and then re-enter.
4. **Keep your passport valid 6 months into the future.** Contact your embassy to renew your passport well BEFORE the expiration date.
5. **Register for and complete a full course of study each semester** at the school that issued your I-20 (Lasell University). A full course of study is a minimum of 12 credit hours for undergraduate students during the fall and spring semesters. A student who does not register for and maintain the minimum credit hours during the fall or spring terms is considered out of status. The summer and winter sessions are optional and thus there is no minimum course load that must be carried. No more than one three-credit online-course per semester can count towards a student's full-time course load.

F-1 VISA REGULATIONS

6. If a you cannot complete a full course of study due to extenuating medical or academic circumstances, you must be approved for a Reduced Course Load with the approval from the academic advisor and authorization in SEVIS from the Office of International Services BEFORE you drop below full-time or take a leave of absence.
7. **If you plan to graduate early or cannot complete your program by the program end date** listed on the I-20, you must see the Office of International Services to see if you are eligible to have your program date shortened or extended on your I-20. This must be completed at least one month before the I-20 program end date.
8. Notify the Registrar's Office and the Office of International Services if you **change your major**.
9. **Depart the U.S. within 60 days of the completion date on your I-20.**
10. **NEVER work on campus for more than 20 hours per week** while you are registered.
11. **NEVER work off-campus without PRIOR authorization** in your SEVIS record. Always discuss off-campus work authorization at the Office of International Services before you start working off-campus, even if that employment is unpaid or an internship.
12. **Comply with all other U.S. federal and state laws**, such as never driving while intoxicated and never carrying a weapon.
13. **Comply with all other Lasell academic and conduct policies.**
14. If you wish to transfer from Lasell University to another school, you need to have your SEVIS record transferred and must notify the Office of International Services that you intend to transfer in advance. You must submit a letter of acceptance from the school you are transferring in to.
15. When you graduate and are on F-1 OPT or F-1 STEM OPT, be sure to complete ALL the required reporting ON TIME- we send email reminders but you should also take responsibility for the proper reporting.

ACADEMICS AT LASELL COLLEGE

ACADEMIC ADVISORS

Upon arrival, all students at Lasell University are assigned an academic advisor. Academic advisors work with students to select classes, to arrange course schedules, and to identify resources to solve problems or meet specific academic needs. All students meet with their academic advisors regularly during scheduled advising times. Academic advisors will refer students to the many support services offered at the College to help ensure their academic success. It is important to realize that an academic advisor is different from an international student advisor. By contrast, the Office of International Services assists with immigration and visa needs in addition to helping students with cultural adjustment and offering programs designed specifically for international students.

F-1 students must work closely with their academic advisors to ensure that they are taking a full course load (at least 12 credits for undergraduate students). If an F-1 student drops a course mid-semester and goes below full course load, they will be in violation of F-1 visa regulations and considered out of status.

Students can use [Starfish on MyLasell](#) to know who their academic advisor is and to schedule an appointment. First year advising offices are located in the Brennan Library.



REGISTRATION

F-1 students must register for and complete a **full course of study** each semester. A full course of study is a minimum of 12 credit hours for undergraduate students or 9 credits for graduate students during the fall and spring semesters. A student who does not register for and maintain the minimum credit hours during the fall or spring terms is considered **out of status**. The summer and winter sessions are optional and thus there is no minimum course load.

Each semester students are required to meet with their academic advisor to plan their courses for the next semester. Advisor approval is required to register for courses in Self-Service. Upon meeting with your advisor, your academic advisor will electronically authorize your registration in Self Service.

Students will be blocked electronically from registering online if they have an outstanding financial obligation to the College, an outstanding library fine or book, or an incomplete health record.

Registration and related course information, and the Course Schedule Worksheet Grid are also available on MyLasell under the Academics, Registration and Course Information Link. Course Rotation List is available in Self-Service on the Section Search tab. Academic Plans are available in Self-Service on the Registration tab. Instruction sheets are also available on the How Do I tab in Self-Service.



ACADEMIC POLICIES

All students studying at Lasell College are strongly encouraged to review the Academic Catalog and understand the academic policies of the College. The Academic Catalog is available at <http://www.lasell.edu/academics/academic-catalog.html> and includes important information related to academic standards, class attendance policy, graduation requirements, and more.

All students are expected to learn and abide by these rules.

ACADEMIC INTEGRITY

Students have a responsibility to maintain the highest level of academic integrity. They are expected to perform educational tasks with the highest moral and ethical conduct. Academic dishonesty, intentional or unintentional, is grounds for failure on any assignment or failure in the course, at the instructor's discretion. Academic dishonesty is also grounds for suspension from the College at the discretion of the Vice President for Academic Affairs and may be subject to appropriate legal investigation and prosecution.

Helping another student in an act of academic dishonesty also constitutes an act of academic dishonesty.



ACADEMIC INTEGRITY

Understanding academic integrity is an important part of your academic career. For many international students, adjusting to the rigorous educational and cultural standards of an American college is one of the greatest and most rewarding challenges of studying in the US. Writing an essay as an international student can be a challenge. From dealing with tricky academic language to translating complex words, there are lots of hurdles to overcome. Perhaps the most confusing process is understanding what academic misconduct and plagiarism are, and how to avoid them.

EXAMPLES OF ACADEMIC MISCONDUCT INCLUDE:

- **Plagiarizing:** The act of taking or passing off another's ideas, or writing, as one's own; copying or paraphrasing another's words without credit; buying or accepting work and presenting it as one's own.
- **Technologically produced work:** The use of software of any kind to produce work that is not one's own and is not presented as an enhancement of one's original work is not permissible. Specifically, the use of software systems to translate text from one language to another is not allowed when completing assignments.
- **Copyright violation:** The Copyright Law (Title 17 U.S. Code) protects electronic, print and other copyrighted materials. Any infringement of copyright is a violation of academic integrity.
- **Cheating:** Dishonesty or deception in order to obtain some advantage or gain; e.g., stealing or receiving stolen examinations.
- **Forgery:** Signing another's name to exams, forms, or other institutional documents.



TIPS FOR INTERNATIONAL STUDENTS

1. FIND OUT WHAT REFERENCING STYLE YOU NEED

The main referencing styles are American Psychological Association (APA), Modern Language Association (MLA), Oxford, Harvard and Chicago referencing. Consult with your professor to learn which one you should use.

2. UNDERSTAND WHAT YOU NEED TO CITE

Citation protects other thinkers' 'intellectual property' from being credited to someone else, so you are actually 'stealing' if you don't reference work you quote.

- Any quotes you include in your essay
- Any paraphrasing of ideas you have read
- Any mention of another thinker
- Anything that are not your original thoughts

3. KEEP NOTES OF THE SOURCES YOU'RE USING

No matter which referencing system your professor requires, you will need to note the page, author, work, year of publication and place. It's crucial you accurately reference where quotes came from. Keeping notes as you research will make writing the paper go much faster.

4. ASK YOUR PROFESSORS

Every professor may expect something slightly different and have their own things they're looking for in an essay. It a good idea to ask your professor for clarification if you are not certain.

5. UTILIZE ON-CAMPUS RESOURCES!

There are many places at Lasell that can help all students in their academic coursework. Students can speak with a librarian at the Brennan Library for help with research projects and citations. Students are also encouraged to make an appointment at the Academic Achievement Center for support in organizing, writing, and editing assignments.

ACADEMIC RESOURCES

ACADEMIC ACHIEVEMENT CENTER

The AAC provides academic support to all Lasell students, whether you want some extra help studying, could use help starting a research paper, or need more intensive assistance in a specific content area if you require additional language assistance. Professional and student tutors are available to you for scheduled tutoring appointments and selected drop-in sessions, as well as study groups and organization/time management help.

Students can make an appointment using the [Starfish link on MyLasell](#). All incoming international students are registered in AAC100, which is structured academic support at a set time each week.

The AAC is located on the Main Level of the Brennan Library. They are open for regular operating hours during the Fall and Spring semesters, Monday-Thursday 8:30am-9:00pm, and 8:30am-4:30pm on Fridays.

The AAC offers a variety of services to assist you including:

- Individual/Group Tutoring
- Study Groups
- Writing Assistance
- Online Tutoring



BRENNAN LIBRARY

The Brennan Library has everything students need to find information and do research for class assignments, papers, projects and personal inquiries. Librarians welcome students to ask for help, whether just looking for ideas, or doing academic research following professors' requirements. The Library makes a great study space for quiet concentration or for group projects, and also has thousands of online resources available anytime, from anywhere, through the Library homepage.



RESOURCES IN THE LIBRARY

Academic books, magazines, newspapers, many required textbooks on "course reserve," books to read for fun, documentary films, DVD and Blu-ray movies.

MINUTEMAN LIBRARY NETWORK

Lasell is part of a network of over 40 local libraries. If a student wants something our Library does not own, staff will request it from another library in the network, or request articles and books from "interlibrary loan."

THE VIRTUAL LIBRARY

The Library website has an easy to use search tool called LaserSearch for finding books, e-books, movies, journal articles, audiobooks, company financials, and more. The website also has many research guides and tutorials that show students how to locate trustworthy information.

PERSONALIZED ASSISTANCE

Librarians are here "just for you." Walk in and ask for assistance, email or call our staff, make an appointment, or use online chat. Any time a student needs to find information or conduct research, a Librarian will happily offer guidance.

BRENNAN LIBRARY

ESPECIALLY FOR INTERNATIONAL STUDENTS

The Library's search tools allow students to find materials in their desired language, providing access to news, research, and reading material in many non-English languages. Also, many of the information databases allow translation of results into another language. A student may locate an article in English, and translate it to Arabic, Chinese, Spanish, or many other languages to help understand it better. Another feature allows users to listen to an article aloud, reading the content and listening to it at the same time.

Website: library.lasell.edu (or click the link on MyLasell)

Phone: 617.243.2244 (main desk)

Email: library@lasell.edu

Location: Adjoining the Winslow Academic Center
80A Maple Street, Newton MA 02466

Hours: Monday – Thursday 7:30 AM - 10:00 PM
Friday 7:30 AM – 5:00 PM
Saturday 12:00 PM – 5:00 PM
Sunday 12:00 PM – 10:00 PM

* Always check for changes in the schedule *



FACULTY OFFICE HOURS

Professors usually hold office hours once or twice a week for a few hours at a time. This is a time when students can come in to have any questions or concerns addressed or simply just have a discussion with their professors on what they are learning in class. Most professors are very open to speaking with and getting to know students outside of class, as well as helping you succeed academically.

Professors' office hours are usually listed on the class syllabus and you can drop in during that time. Another option is to email your professor and set up an appointment.



ON-CAMPUS RESOURCES

OFFICE OF INTERNATIONAL SERVICES

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- Information sessions and assistance in applying for employment authorization (CPT and OPT)
- Support in cultural, academic and social adjustment
- Cultural programming and events for international students

Office of International Services
Arnow Campus Center, Room 210
Phone: 617-243-2402
Email: iss@lasell.edu
Website: <http://www.lasell.edu/iss>



REGISTRAR'S OFFICE

The Office of the Registrar is the central academic support office within the College. It handles the processing of student registration. The office also produces the course offerings, classroom assignments, final exam schedule, College academic calendar, enrollment reports, and various internal and external federal reports. The Registrar's Office oversees:



- Enrollment Confirmation process each semester and Enrollment Verification Letters
- Transcript requests and degree verification
- Student course schedules and registration
- Transfer credits and applications for re-admission
- Mid-term progress reports and final grades

The Office of the Registrar is located on the first floor of O'Connor Hall (37 Cheswick Rd.) If you need to contact the Registrar, please call 617-243-2133 or email registrar@lasell.edu.

STUDENT ACCOUNTS

The Office of Students Accounts is responsible for providing students' billing and payment information, and guidance regarding payment of educational costs. The office issues Ebilling statements and collects payments for tuition, housing, meal plans and any other applicable fees.

To view your Student Account: Log in to Self Service (PC) through MyLasell, then select SAC/Epay.

To make a payment - Scroll to the bottom of the main page and click "View Available Payment Options". There you may choose to make a one time payment, set up a payment plan or make a payment towards an existing payment plan.

The Office of the Student Accounts is located on the second floor of O'Connor Hall (37 Cheswick Rd.) If you need to contact Student Accounts, please call 617-243-2103 or email studentaccounts@lasell.edu.

CAREER DEVELOPMENT CENTER

The Career Development Center seeks to educate students in all phases of their career development. The staff assist students with career decisions and provide skill building and networking opportunities for students to engage in lifelong professional development.

Students who utilize Career Services will be able to successfully:

- Identify strengths and interests and match these to a compatible career path
- Develop realistic career and professional goals
- Explore life and career options through a variety of options
- Learn and utilize competitive job search skills to secure a meaningful position
- Build and sustain professional relationships and networks

Assistance with resumes, cover letters, and interviewing preparation is available through the Office of Career Development in the Edwards Student Center. They offer virtual appointments through Skype and are happy to speak with you by phone at 617-243-2124, during office hours, in person or by email. You can make an appointment using [Starfish in MyLasell](#).



INTERCULTURAL CENTER AND COMMUTER COTTAGE (IC3)

The Intercultural Center & Commuter Cottage (IC3) is one of the most popular social gathering spots on campus, a vibrant hub for diverse students from every background to meet up, network, and have fun. All who bring an attitude of inclusivity and respect are welcome here and are encouraged to use the IC3 to connect with one another, plan or participate in intercultural events, and advance social justice issues.

The Commuter Lounge, on the ground floor of the IC3, includes space to study, relax, and enjoy casual conversation, as well as other amenities for commuters, e.g., a kitchenette, lockers, and computers.

The IC3 is located at 70 Maple St.



COUNSELING CENTER

The Counseling Center offers a free, confidential place to discuss personal concerns, problems, or feelings as students grow towards greater independence and satisfaction with life. For those students needing care beyond the scope of their services, for example weekly psychotherapy, psychiatric evaluation, or specialized substance abuse or intensive mental health treatment, the Counseling staff can assist with referrals to services in the local community.

Appointments can be scheduled during the academic year Monday through Friday 8:30 a.m. to 4:30 p.m. by calling 617-243-2181 or 617-243-2145. For after hours emergencies, contact Campus Police at 617-243-2279. The Counseling Center is located at Mott House (19 Berkeley Place).

Common reasons to speak to a counselor include:

- Anything you need to talk about in a confidential way
- Adjustment to College Feeling Stressed or Anxious
- Homesickness
- Feeling Sad or Depressed
- Academic Stress or Test Anxiety
- Relationship Concerns
- Family Problems
- Self-esteem
- Loneliness
- Abuse or Dating Violence
- Grief and Loss
- Anger
- Concerns about Eating or Sleep Habits
- Identity Concerns
- Concerns about Alcohol or Drug Use
- Pregnancy
- Racial or Cultural Issues
- Sexuality



HEALTH CENTER

Health Services at Lasell University are available to all undergraduate students.

The Health Center is staffed by nurse practitioners, Monday through Friday from 8:30 a.m. to 4:30 p.m. A physician is also available at designated hours. They are located on the second floor of the Edwards Student Center.

To make an appointment, visit <https://lasell.medicatconnect.com/>

For new students, please have the following information prior to logging in:

1. Immunization Form signed by your medical provider, or this form signed by your provider.
2. A clear photo of your insurance card, front and back (jpeg, gif, tif, png or similar format).
3. A copy of your most recent physical exam, or this form signed by your provider.

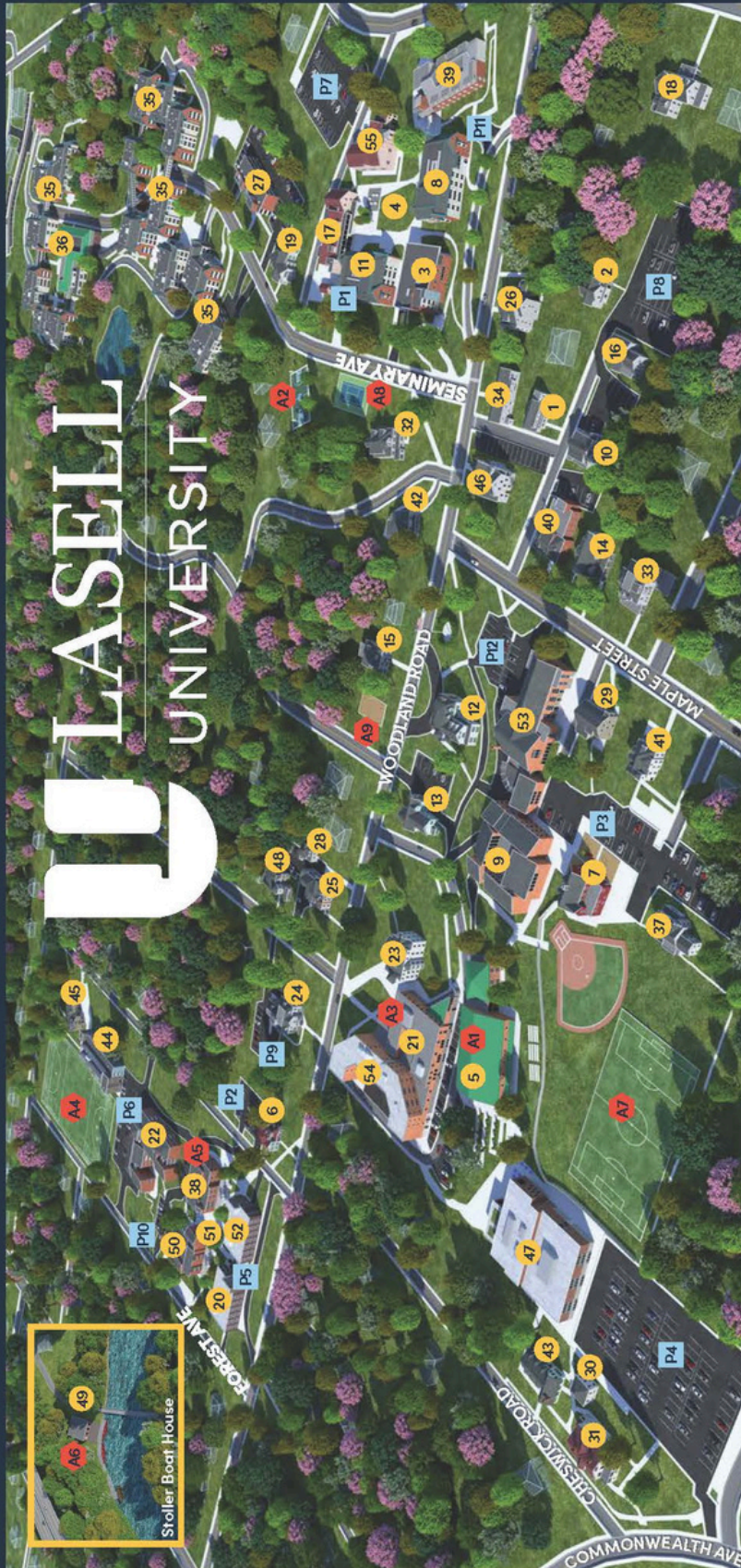
HEALTH INSURANCE

All F-1 undergraduate international students at Lasell University are automatically enrolled in the Student Health Insurance and do not need to take any action. Students can only waive the University Health Plan if they have already purchased a comparable U.S. based health insurance plan. SACM-sponsored students must waive the student insurance each year. Please contact University Health Plans at (800) 437-6448 if you are covered by a U.S. employee health insurance plan that meets healthcare reform standards and is comparable to the Student Health Insurance Plan.

For more information about this policy, students should contact the Lasell College Office of Student Accounts by email at studentaccounts@lasell.edu or by telephone at 617.243.2103.

CAMPUS MAP

CAMPUS MAP



- Buildings ●**
1. 18 Maple Terrace
 2. 26 Maple Terrace
 3. Arnow Campus Center
 4. Arnow Courtyard
 5. Athletic Center
 6. Bancroft House
 7. The Barn Day Care
 8. Braggdon Hall
 9. Brennan Library
 10. Briggs House
 11. Butterworth Hall
 12. Carpenter House
 13. Case House
 14. Chandler House
 15. Cushing House
 16. DeArment House
 17. Donahue Center for Creative and Applied Arts
 18. Dunne House
 19. Eager House
 20. East Hall
 21. Edwards Student Center
 22. Forest Hall
 23. Gardener House
 24. Hamel House Visitor Center
 25. Haskell House
 26. Hoag House
 27. Holt Hall
 28. Holway House
 29. Intercultural Center & Commuter Cottage (IC3)
 30. Irwin Annex
 31. Irwin House
 32. Karandon House
 33. Keever House
 34. Klingbeil House
 35. Lasell Village
 36. Lasell Village Town Hall
 37. Matt House
 38. McClelland Hall
 39. North Hall
 40. Ordway House
 41. Pickard House
 42. Plummer House
 43. O'Connor Hall
 44. Rockwell Hall
 45. Rockwell Preschool
 46. Saunders House
 47. Alexander Science & Technology Center
 48. Spence House
 49. Stoller Boat House
 50. Van Winkle Hall
 51. Van Winkle Quad
 52. West Hall
 53. Winslow Academic Center
 54. Woodland Hall
 55. Yamawaki Art and Cultural Center
- Parking ■**
- P1. Arnow Campus Center Garage
 - P2. Bancroft
 - P3. The Barn
 - P4. Central Street
 - P5. East/West Garage
- Athletic/Recreation Facilities ●**
- A1. Athletic Center
 - A2. Basketball Court
 - A3. Edwards Fitness Center
 - A4. Greller Field
 - A5. McClelland Fitness Center
 - A6. Stoller Boat House
 - A7. Taylor Field
 - A8. Tennis Court
 - A9. Volleyball Court
- Forest Ave**
- Seminary Ave**
- Woodland Road**
- Maple Street**
- Chiswick Road**
- Commonwealth Ave**
- Stoller Boat House**

EMPLOYMENT IN F-1 STATUS

Employment is defined as any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other compensation. Students must not assume that they are automatically eligible to work in the United States. Work authorization of one type or another is needed for an international student to work in the U.S.

Students who engage in unauthorized off-campus employment of any kind, even for one day, will be in violation of their F-1 status and their SEVIS record will be terminated. Students must consult with the Office of International Services before accepting any employment.

There are limited opportunities for F-1 students to work while studying. Please review the information on www.lasell.edu/iss and request employment permission as outlined.



ON-CAMPUS EMPLOYMENT

All F-1 students are permitted to work on-campus at Lasell University part-time while school is in session and full-time during the summer and official school breaks.

- Employment is limited to 20 hours per week while school is in session.
- Employment can be more than 20 hours per week during the summer and official school breaks.
- On-campus employment may only occur between the program start date and the end date on a Form I-20.
- Some organizations, such as Lasell Village, Chartwells, Barnes and Noble, and the PACES tutoring program that are associated with Lasell, are considered on-campus employment.
- If you obtain paid on-campus employment, you must apply for a Social Security Number. For instructions on how to apply, please visit the Social Security page on the ISS website.
- F-1 students hired for an on-campus position must complete the necessary hiring paperwork with Lasell's Human Resources office prior to beginning work.





OFF-CAMPUS EMPLOYMENT

Off-campus employment opportunities are restricted for F-1 international students so students should never accept or engage in off-campus employment without prior authorization from the Office of International Services. Any unauthorized employment - even for one day - poses a serious threat to your ability to remain in or return to the United States. You must always make sure that you have the necessary employment authorization before you begin work.

INTERNSHIPS

All undergraduate students studying at Lasell University are required to complete at least one academic internship experience. For F-1 students, any academic internship is considered off-campus employment, even if it is unpaid. As such, students participating in an off-campus internship must be authorized by the Office of International Services for **Curricular Practical Training (CPT)** and issued a new I-20 with CPT authorization. It is the responsibility of the F-1 student, not their academic advisor or the Office of International Services, to receive proper employment authorization with Curricular Practical Training (CPT) for all academic internships before beginning work.

CURRICULAR PRACTICAL TRAINING (CPT)

CPT is an employment option available to F-1 students when the off-campus practical training employment is considered to be an integral part of the academic program and directly related to the student's major. Here are the key aspects of CPT:

- CPT must be an integral part of an established curriculum.
- CPT must be a requirement of the program of study or the student must be receiving academic credit for the work experience.
- Undergraduate students must have been lawfully enrolled on a full-time basis for at least one academic year to be eligible for CPT work authorization.
- The training must be part-time for undergraduate students.
- The Office of International Services must authorize CPT in SEVIS. Students then receive a new form I-20 with CPT authorization indicated on the second page.
- No USCIS approval is necessary, but if the student decides to change their employer, they must obtain a new job offer letter and a new authorization in SEVIS. CPT is not transferable from one job to the next.

To apply for CPT authorization, students must submit following two items to the Office of International Services by email at iss@lasell.edu:

1. You must be registered in a course that requires an internship or training component, like an Internship Capstone course.
2. An Offer letter from the employer that includes the following information:
 - Name of Company
 - Mailing Address of Company
 - Start and End Dates (within the semester)
 - Number of hours per week
 - Job title and description of role

Note: Students may not begin employment until they have been issued a new I-20 with CPT authorization. Students are not permitted to work before or after their dates of authorized CPT.

OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is an employment opportunity available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year. Here are the key aspects of OPT:

- OPT is 12 months of off-campus work-authorization within the student's field of study.
- OPT requires USCIS approval and the application processing time is approximately 90 days.
- No job offer is required in order to apply for OPT.

The application requires a recommendation in SEVIS by the Office of International Services.

- F-1 students must file a Form I-765 with USCIS and pay an application fee of \$410 (as of the date of this publication June 2022). Applications for OPT must be submitted three months prior to the time when the student would like their employment to begin.
- OPT may occur during or after a student's course of study. If occurring during one's course of study, the OPT is referred to as pre-completion OPT. If occurring after one's course of study is completed, the OPT is known as post-completion OPT.
- Pre-completion OPT must be part-time during the student's studies and may be full-time during vacations and official school breaks.
- Post-completion OPT must be full time.
- If the Form I-765 is approved, USCIS will issue the F-1 student an Employment Authorization Document (EAD). Employment cannot begin until the EAD card is received and the start date on the EAD is reached.
- OPT is automatically terminated when a student transfers to another school or begins to study at another educational level. OPT is also terminated if a student fails to comply with F-1 regulations or accrues more than 90 days of unemployment.

For more information about OPT and the application process, students should visit the OPT webpage and view the video tutorials on the ISS webpage.

SOCIAL SECURITY

All U.S. employers require employees to have a **Social Security Number (SSN)**.

A Social Security Number (SSN) is required to receive compensation for work in the U.S. (F-1 on-campus employment, paid internship, Optional Practical Training). The Social Security Number is a permanent ID number issued by the U.S. government.

When can I apply for a Social Security Number?

You may apply for a SSN only if you have received a job offer. You must have entered the U.S. at least 10 days prior to submitting your application. You may not apply more than 30 days before the start of your job.

Present the following documents when you apply for a Social Security Number:

- Complete online SSN application
- Original Passport with F-1 visa
- I-94 Arrival/Departure Record (printed from the cbp.gov website)
- Original Form I-20
- Original supervisor or job offer letter
- For on-campus jobs only, complete the "International Student On-Campus Employment - Confirmation of Job Offer." It must be signed by your campus supervisor and a DSO in the Office of International Services
- For OPT only, EAD card
- Lasell Student ID card

More information and links to forms can be found on the ISS website.





TAXES

Everyone living in the United States, including F-1 students, must file federal and state income tax forms whether they earn money in the United States or not. You may file taxes using Form 1040NR, or the shorter Form 1040NREZ, if you meet its requirements. You must also file Federal Form 8843.

You must file federal and most state taxes by April 15 if you earn money; June 15 is the deadline for federal returns if you do not earn money. If you request an extension to file your tax return and owe money but pay nothing by April 15, you will be charged monthly interest on the initial amount you owed. If you believe your earnings from employment in the United States will complicate your tax situation in your home country, you should consider contacting an accountant. Furthermore, some countries have tax treaties with the United States that should be considered when reviewing your tax liability. The more complex your situation, the more strongly it is recommended that you seek assistance from an accountant familiar with your country's tax structure.

Please be advised that the Office of International Services does not specialize in international tax law and cannot answer questions regarding your individual tax filing requirement; however, as tax filing time approaches in February and March, the Office of International Services can provide information regarding where to locate tax forms and referrals to tax-assistance services.

Disclaimer: This should only be used as a guide. If you have any questions, please contact the [Internal Revenue Service](#) or a tax attorney.

WELCOME!

The Office of International Services is a great resource for you throughout your time at Lasell College. Please contact us with any questions, concerns, thoughts and ideas.

Welcome to the Lasell College community!

OFFICE OF INTERNATIONAL SERVICES

Arnow Campus Center, Room 210

Phone: 617-243-2402

Email: iss@lasell.edu

To Make an Appointment: Use Starfish link
on MyLasell

Website: <http://www.lasell.edu/iss>

Additional Resources:

- Website: <http://www.lasell.edu/iss>
- MyLasell- International Student Services

Maria Adkins, Director of International Student Services
madkins@lasell.edu

