

## Explore your career options at OTC!

Career Services can help with:

- Mock interviews and interview coaching—including web-based InterviewStream
- Résumé development and cover letter composition—including web-based OptimalRésumé
- Employment opportunities—including web-based College Central Network
- Career exploration, research, and job search strategies
- Occupational information and trends
- Internships/Shadow Experiences/Co-Ops

*Check out these links to help you prepare and search for a job:*

OTC Jobs/Jobs.Mo.Gov/Springfield Area Chamber Of Commerce/LinkedIn/careerbuilder/simplyhired/College Central Network/Missouri Career Source/Indeed/Craig's List/Internships/Jobster/St. Louis Post Dispatch/Career Builder/Ozarks Help Wanted/ Monster/Link Up/Flip Dog/MEP Jobs/Kansas City Career Link

*Career Services at OTC is ready to educate and support students, alumni, and community members in their search for employment and to provide individual and group assistance with career exploration, occupational research, resume and interview preparation, job search strategies, and labor market.*

### Contact Us

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Springfield, Missouri 65802  
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Website <http://www.otc.edu/careerservices>  
Email: [careeremp@otc.edu](mailto:careeremp@otc.edu)

# Ozarks Technical Community College International Student Employment Guide





Start Your  
**Career**  
Opportunity Changes Everything



## On-Campus Employment

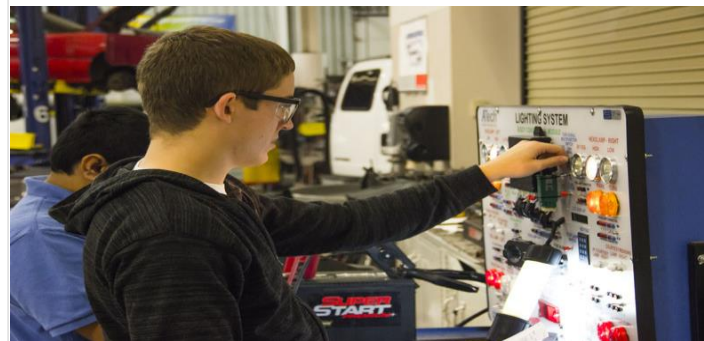
International students with F-1 status may work on the OTC campus.

**Obtain a Social Security Number.** Before beginning employment at OTC, you must first obtain a Social Security number. To do so, take your student identification, your Visa documentation, the job offer on school letterhead, and a letter verifying your enrollment from the IPO office to the local Social Security Administration Office.

**Off-campus employment** is usually not permitted. In circumstances such as extreme financial hardship this may be allowed. You must complete one year of successful academic performance to be eligible for off-campus employment. Authorization from the IPO Director must be granted in all cases prior to being eligible to work off-campus.

## Curricular Practical Training

CPT is either a paid or unpaid temporary employment for international students. It allows F-1 students to work off campus. The employment must be directly related to the student's major area of study. The employment can be, for example, an internship or a research project. Mainly, CPT needs to be part of an established curriculum.



## Optional Practical Training

OPT is authorized off-campus employment for F-1 international students permitting them to benefit from a work experience related to their field of study.

**Pre-OPT:** Students who have already completed one academic year (at least one fall semester and one spring semester), can apply for the pre-completion OPT.

**Post-OPT:** Students can engage in post-completion OPT upon the completion of the degree.

Contact us to learn more about on-campus employment, CPT, and OPT.

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