## Foreign National Graduating Students
### Work Authorization Guide

<table>
<thead>
<tr>
<th>Graduating and Leaving</th>
<th>Student Appointments</th>
<th>Non-Student Appointments – Beginning Date</th>
<th>Department / Division</th>
</tr>
</thead>
</table>
|                        | • Eligible for student appointment until work authorization ends.  ♦ Not eligible to work after the date of graduation. | N/A | 1. Must ensure that individual does not work past the last eligible date in a student position.  
2. Need to ask student to provide you with the updated/revised I-20/DS-2019. You will need to check the expiration date. |

<table>
<thead>
<tr>
<th>Graduating and Continuing in a New Academic Program</th>
<th>Student Appointments</th>
<th>Non-Student Appointments – Beginning Date</th>
<th>Department / Division</th>
</tr>
</thead>
</table>
|                                                    | • Eligible for student appointment until work authorization ends.  ♦ Not eligible to work after the date of graduation.  ♦ Not eligible to work (after the date of graduation) until he/she provides you with an updated Form I-20/DS-2019. | N/A | 1. Must ensure that individual does not work past the last eligible date in a student position.  
2. Need to ask student to provide you with the updated/revised I-20/DS-2019.  
3. Must complete a Form I-9 to update work authorization. |

<table>
<thead>
<tr>
<th>Graduating— OPT based on graduation (F-1 student)</th>
<th>Student Appointments</th>
<th>Non-Student Appointments – Beginning Date</th>
<th>Department / Division</th>
</tr>
</thead>
</table>
|                                                    | • Eligible for student appointment until work authorization ends.  ♦ Not eligible to work after the date of graduation.  ♦ Not eligible to work in a student position on OPT/Academic Training. | Appointment will begin when the individual presents you with the original updated work authorization documented by the completion of the Form I-9.** | 1. Must ensure that individual does not work past the last eligible day in a student position.  
2. Need to ask student if he/she has received an updated/revised I-20/DS-2019, the expiration date on the revised form will determine the last eligible day to work.  
** NON-STUDENT POSITION  
A. Must complete the approval process to hire in non-student position.  
B. Must ensure receipt of original work authorization document(s).  
C. Must complete Form I-9 to update work authorization.  
D. Hire date is a non-student position will be the date individual presents original work authorization documented only by completion of the Form I-9 and the beginning date of the work authorization document.  
No revision to hire date will be allowable. |

<table>
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<tr>
<th>Graduating— OPT based on completion of coursework (F-1 student)</th>
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<th>Non-Student Appointments – Beginning Date</th>
<th>Department / Division</th>
</tr>
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</table>
|                                                              | • Eligible for student appointment until work authorization ends.  ♦ Not eligible to work after the date of graduation or expiration date on I-20 or DS-2019, whichever comes first  ♦ Not eligible to work in a student position on OPT/Academic Training. | Appointment will begin when the individual presents you with the original updated work authorization documented by the completion of the Form I-9.** | 1. Must ensure that individual does not work past the last eligible day in student position  
2. Need to ask student if he/she has received an updated/revised I-20/DS-2019, the expiration date on the revised form will determine the last eligible day to work.  
** NON-STUDENT POSITION  
A. Must complete the approval process to hire in a non-student position.  
B. Must ensure receipt of original work authorization document(s).  
C. Must complete Form I-9 to update work authorization.  
D. Hire date in non-student position will be the date the individual presents original work authorization documented only by completion of the Form I-9 and the beginning date of the work authorization document.  
No revision to hire date will be allowable. |
<table>
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<tr>
<th><strong>Student Appointments</strong></th>
<th><strong>Non-Student Appointments</strong> – <strong>Beginning Date</strong></th>
<th><strong>Department / Division</strong></th>
</tr>
</thead>
</table>
| Graduating -- OPT based on a Letter of Completion (F-1 student) | Appointment will begin when the individual presents you with the **original updated** work authorization documented by the completion of the Form I-9.** | 1. Must ensure that individual does not work past the last eligible day to work in student position.  
2. Need to ask graduating student if he/she for an updated/revised I-20/DS-2019, the expiration date on the revised form will have changed and will determine the last eligible day to work. |
| Academic Training based on a Letter of Completion (J-1 student) | • Eligible for student appointment until work authorization ends.  
• Once **Letter of Completion** has been issued, the student’s academic program is completed.  
• Need to request revised I-20/DS-2019, end date will have been updated.  
• Not eligible to work in a student position on OPT/Academic Training. |  | NON-STUDENT POSITION  
A. Must complete the approval process to hire in a non-student position.  
B. Must ensure receipt of **original** work authorization document(s).  
C. Must complete Form I-9 to update work authorization.  
D. **Hire date** in non-student position will be the date individual presents original EAD card documented only by completion of the Form I-9 and the beginning date of the work authorization document. No revision to hire date of non-student position will be allowable. |
| **NOTES** | **Updated work authorization may be in the form of an original EAD card (not a notation on the Form I-20) for F-1 students on OPT or an updated DS-2019 accompanied by RO/ARO letter for J-1 students on Academic Training.** |  |
| **For Non-Student positions, the **Hire date** will be the day the individual presents the updated work authorization documented by the completion of the Form I-9.** This means that the day the individual provides the updated work authorization you must complete the Form I-9 (reverification) for him/her to begin working. In addition, review the beginning date of the work authorization as this may also impact the hire date. For example, if an individual presents an EAD card on May 16th and the beginning date on the EAD card is June 1st, then the individual cannot begin employment in the non-student position until June 1st. If an individual presents an EAD card on May 16th and the beginning date on the EAD Card is May 10th, then the individual can begin employment in the non-student position until May 16th. (Provided that the Form I-9 (reverification) was completed.) |  |  |
| It is the student’s responsibility to inform you of any changes to his/her work authorization. In the student’s last semester, work authorization may change to an earlier date than the date of graduation. Be sure to inform the student of his/her responsibility to inform you. This guide is only intended to assist in understanding the different situations regarding end of employment, continuation of employment based on a continuation of an academic program, and employment eligibility for positions after graduation. |  |  |
| **Questions / Concerns -- Contact Information** | Any questions or concerns related to the employment eligibility of foreign national students should be directed to International Student Services at 979-845-1824 or via email at issemployment@tamu.edu  
Questions or concerns related to the completion of the Form I-9 Employment Eligibility Verification Form should be directed to Engineering Human Resources. |  |
This guide is intended to serve as a reference tool and to provide general information and is not to be considered official policy. If any conflicts arise between the information in this guide and the applicable official policy, the official policy shall prevail.