

THE RAY KAVANAUGH HTM CAREER CENTER
WORKING IN THE U.S.
RECRUITER GUIDELINES



White Lodging-J.W. Marriott, Jr.
School of Hospitality and
Tourism Management



The White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management (HTM) is a global leader in hospitality and tourism education, shaping today's students into tomorrow's industry leaders. A core component of our student success is the experiential learning provided by our program's work experience requirements. ***This brochure is a tool to inform our industry partners on the legal requirements when recruiting and hiring international students currently enrolled in Purdue HTM.***

Benefits of Hiring

There are numerous benefits from hiring our international students.

For Domestic Companies: In addition to gaining students with sound hospitality and tourism management education, the opportunity to acquire talent with:

- ***Fluency in foreign language and***
- ***Deep knowledge of foreign cultures.***

These skills, if appropriately tapped, significantly strengthen your company's relations with its international stakeholders, including international hotel guests, visitors and investors.

For Global Companies: The opportunity to provide international subsidiaries (such as your hotel and restaurant units overseas) with a talent stream with valuable theoretical and experiential knowledge of:

- ***American culture and***
- ***American ways of conducting hospitality and tourism business.***

International hires present savings of millions in training and development costs to your company's foreign units.

Misconceptions

Too costly & Too Time-Consuming - two common and incorrect assumptions about hiring international students. In reality, there is little difference in hiring process between that of a domestic employees and there is ***zero cost to the employer!***

International students can apply for legal US work authorizations, two ways, both are the responsibility of the student, not the employer:

- ***Curricular Practical training (CPT) - used by students for internships***
- ***Optional Practical training (OPT) - used for employment immediately following graduation, good for a maximum of one year.***

Utilizing CPT, international Purdue HTM students are required to complete two experiential learning courses, Work Experienced (HTM 202) and Internship (HTM 302), which have three important requirements;

- 1) 320 work hours,
- 2) Paid status
- 3) And a minimum of 3 functional area of work experience (only required for HTM 302).

Contact: htm@purdue.edu (765) 494-4729

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Curricular Practical Training (CPT)

The CPT application and approval process is easy and the **full responsibility of the international student**. There is **no cost to companies** for processing CPT approvals, the only paperwork required of the companies is an offer letter on your company's letterhead stating the:

- Name of the company;
- Physical address where the students is expected to work;
- Duties to be performed;
- Pay rate and additional forms of compensation if pay rate is less than minimum wage for the country of employment;
- Number of hours the students is expected to work per week;
- Start and end dates of employment; and
- Contact information along with signature of the supervisor/manager/owner of the organization.

Optional Practical Training (OPT)

Hiring international students under OPT is easy as well. Students **must have a valid Employment Authorization Document (AED) card before starting employment**. EAD cards are issued by the US Citizenship and Immigration Services (USCIS) office. Students are expected to work with Purdue's Offices of Intentional Students and Scholars (ISS) to submit their OPT application.

If you wish to recruit and hire international undergraduate and graduate students from our program, please indicate this when registering for the Purdue HTM's Career Day Fairs.

MEET OUR CAREER COORDINATOR

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