

THE RAY KAVANAUGH HTM CAREER CENTER
WORKING IN THE U.S.
STUDENTS 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. ***Here, we present information to assist international students in legally securing the US work experience needed to fulfill the required elements of our program.***

Work Authorization

International students must be authorized to work in the US. There are two levels/types of authorization Purdue can assist with:

Curricular Practical Training (CPT) - Students: All undergraduate students in HTM are required to complete two internships courses as part of their academic program: Work Experience (HTM 202) and Internships (HTM 302); each course duration is 320 paid hours. TO complete these internships in the US, international students must receive CPT approval.

Optional Practical Training (OPT) - Post Graduation: Commonly used for employment immediately after graduation, this allows international students to work in the US for a **maximum period of one year.**

Application Process

CPT - Applying for CPT approval is the full responsibility of the international student.

Students can request to apply for CPT through the myISS portal presenting an offer letter from the company offering the internship position. The letter must be on the company's official letterhead and include: **1) name of company; 2) exact worksite address; 3) duties to be performed; 4) number of hours expected to work per week; 5) start and end dates of employment; 6) salary offered; and 7) contact information along with signature of manager/supervisor/owner of the organization.**

OPT - Requesting EAD cards through the OPT application process is the full responsibility of the international student.

For international students to legally work in the US after graduation, students **must have** a valid Employment Authorization Documents (EAD) card, issued by the US Citizenship and Immigration Services (USCIS) office. TO receive an EAD card, international students must work with Purdue's ISS to request, prepare, and submit their OPT application in the myISS portal.

***More information on CPT and OPT can be found on
Purdue's International Students and Scholars' website at: www.iss.purdue.edu***

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

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**GLOBAL WORK
EXPERIENCE SEMINAR**

For undergraduate students in HTM, the Global Work Experience Seminar assists domestic and international students in taking full advantage of the experiential learning opportunities in the US and around the world.

While optional for domestic students, it is **mandatory for international students.**

This seminar is designed for both the newcomer and the repeat attendees. Fundamentals are always present, but workshops on a wide variety of new and current topics are also regularly available.



INTERNSHIP OPPORTUNITIES

Many companies welcome international students on their team. Below are a list of companies where current and former international students conducted internships or found employment:

- ACCOR HOTELS
- OMINI HOTELS & RESORT
- ARNI'S RESTAURANTS
- CATAWBA ISLAND
- PENN NATIONAL GAMING
- DORA HOSPITALITY, LLC
- PROTFOLIO HOTELS & RESORTS
- FRENCH LICK HOTELS & RESORTS
- PSAV
- INDIANA BEACH
- THE CULINARY INSTITUTE OF AMERICA
- INDIANA STATE PARK INNS
- KANDLE DINING
- CONFERENCE CHICAGO AT UNIVERSITY CENTER
- KIMPTON HOTESL & RESORTS
- WALT DISNEY WORLD
- LANDRY'S - BUBBA GUMP
- NORTHSTAR CAFÉ
- WESTMORELAND COUNTRY CLUB
- WINEGARDENR & HAMMONS

Most up-to-date list is on file at the Career Center



**PURDUE
UNIVERSITY**

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MEET OUR CAREER COORDINATOR

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