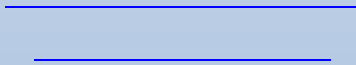


Employment Rules and On-Campus Jobs for F-1 and J-1 status students

Student Employment Office



On-campus Employment

On-campus employment

- Is allowed for F-1 students and J-1 students
- F-1 students need no special permission
- J-1 students need to come to the International Affairs Office for authorization in SEVIS **BEFORE** beginning employment (and for any change of on-campus jobs)
- Both F-1 and J-1 students need to get an SSN if employed

Finding an on-campus job

- Check 'S.E.A.N.' webpage for on-campus job listings
- International students are NOT ELIGIBLE for 'work-study' positions
- International students are eligible for hourly student employment
- If a graduate student, check for 'graduate assistantship' positions with department and Graduate School
- Visit offices on-campus, check for job listings
- Check with Campus Dining (on-campus dining provider)
- If you find an office that would like to hire you but doesn't know about international student hiring – have them contact the International Affairs Office.

On-campus employment: Restrictions

- Maximum of 20 hours/week during academic terms
- 25 hours/week during academic breaks (winter and spring)
- 40 hours/week during summer break if they are returning to classes the following term
- Students are required to maintain a minimum credit hour enrollment (6 hours for Undergraduate and 3 hours for Graduate)
- Rules apply to what is considered on-campus:
 - Providing services to students?
 - Physically working on campus/university property?

>>Student's focus should continue to be on studies

>>Earnings are not considered to be part of the funding for student's costs on the immigration document

Applying for an SSN

- Bring employment letter to the International Affairs Office, request SSN letter
- Take the employment letter, International Affairs Office SSN letter, and immigration documents to the SS Administration office
 - *You may be able to begin working before you receive your SSN if necessary.*
 - *Keep in mind all employment rules and regulations at all times!*

If Hired On-Campus...

- You must bring your Social Security Number and your identity and employment eligibility documents to the Office of Student Employment where they will be examined and recorded on the Form I-9.
- You must also complete all new hire paperwork and orientation in the Student Employment Office.
- In order to get paid, the following documents must be completed and submitted to the Office of Student Employment to be processed:
 - Student Employee Position Offer (SEPO) letter from your employer
 - Form I-9
 - Personal Data Worksheet
 - SSA Form 1945
 - Direct Deposit Authorization (Complete within the portal after hire)

Questions?

Thank You!

