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!