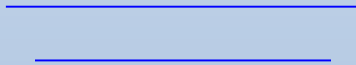


# Employment Rules and On-Campus Jobs for F-1 and J-1 status students

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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 NOT ELIGIBLE for 'work-study' positions
- International students are eligible for regular 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 GEO.

# 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, you must bring the following completed documents to the Office of Student Employment to be processed:
  - Student Employee Position Offer (SEPO) letter from your employer
  - Form I-9 certified by either Student Employment or Human Resources
  - Personal Data Worksheet
  - Direct Deposit Authorization (Complete within the portal)

**Questions?**



**Thank You!**

