

## **ON-CAMPUS EMPLOYMENT**

- F-1 students who are maintaining status may engage in on-campus employment.
- Employment is limited to no more than 20 hours per week while school is in session.
- Students may work full-time during the annual vacation or when school is not in session as long as they have maintained status and they intend to register the following term.
- The 20-hour limit applies to all types of on-campus employment including assistantship: in other words, the total hours per week must not exceed 20 hours.
- For students making their initial entry, employment may begin no sooner than 30 days before the start of classes.
- **INTERNATIONAL STUDENTS ARE NOT ELIGIBLE FOR FEDERAL WORK STUDY.**

## **EMPLOYMENT BY THE SCHOOL**

- For example, employment in the library, the computer service, or the housing office. Work required by a scholarship, fellowship, or assistantship is also considered employment by the school.
- In the case of a transfer in SEVIS, the student may only engage in on-campus employment at the school having jurisdiction over the student's SEVIS record.

## **PROCEDURES FOR ON-CAMPUS EMPLOYMENT AUTHORIZATION**

- DSOs and the on campus employer usually must provide students with a letter verifying their job offer and their current immigration status so that the student may apply for a social security number if the student does not already have one.
- A letter or memo from the DSO may also be needed to assist the student's employer with I-9 documentation in cases where the employment is occurring at an off-site location.

### **Process:**

1. Student can work on campus from his/her first semester.
2. Student cannot work on campus if he/she gets terminated or is out of status.
3. DSO does not need to update on-campus employment in SEVIS.
4. Student needs to find a job first and bring a proof of having an opportunity for employment to the international advisor.
5. DSO should verify the job offer and the current immigration status.
6. Student needs to apply for Social Security Number.  
Student needs to follow the social security form.
7. When student gets his/her card, he/she can start working on campus.