

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

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On-campus vs. Off-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 GEO 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

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

Off-campus employment

- Off-campus employment is not allowed for F-1 and J-1 students without authorization (authorization must be BEFORE beginning employment)
- Internships (both paid and unpaid) are considered off-campus employment and must be authorized to be allowed
- Different types of authorization may be possible
- Sometimes no authorization is possible
- Unauthorized off-campus employment is a violation of status which results in **TERMINATION of status**
- Students terminated for unauthorized employment cannot regain status in the U.S.

F-1 Students: Off-campus employment authorizations

ALL OFF-CAMPUS EMPLOYMENT MUST BE AUTHORIZED FIRST WITH
GEO INTERNATIONAL STUDENT ADVISOR

- Economic hardship
- Curricular practical training (CPT) before graduation – an authorized internship arranged through your academic program
 - Not available for most programs
 - Must be for-credit or required for your degree
- Optional practical training (OPT) – work authorization before or upon graduation, for work related to your major
 - Must attend OPT workshop (offered each semester) to apply
 - Must apply in advance
 - Must follow reporting requirements throughout OPT work
- Both CPT and OPT require one year in status to apply
 - *Student on OPT or CPT is still an F-1 student first, and must maintain status*

J-1 Students: Off-campus employment authorizations

- Economic hardship (only in severe and unanticipated situations)
- Academic Training (AT):
 - Must be authorized in writing by ISSS prior to engaging in employment. No US government authorization is required.
 - Must be directly related to the field of study as on the DS-2019, and approved by academic department of the student
 - AT is employer-specific and position-specific.
 - May be used during or after a student's program of study.
 - Does not require an EAD Card
 - Can be arranged before or after program end date (if after program end date, application must be done before program end date)
 - Maximum AT time is 18 total months, or 36 months for doctoral students

Applying for an SSN

- Bring employment letter to GEO, request SSN letter
- Take the employment letter, GEO 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!*

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.
- Attend job fair on-campus
 - Fall 2017 Student Employment Job Fair will be:
 - Tuesday, August 29th 11 am – 2 pm in Berger Hall

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!

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