

## International Student On-Campus Employment

### *Information for F-1 Students<sup>1</sup>*

#### Employment for F-1 Students

The F-1 visa status was designed for individuals whose primary purpose for being in the U.S. is to study. The F-1 is *not* a work visa, and individuals in F-1 status must be knowledgeable regarding the strict rules that govern the limited work authorization available to F-1 students. The regulations governing F-1 employment are at 8 CFR 214.2(f)(9) and are available here - <https://www.ice.gov/sevis/schools/reg>. Note that dependents in F-2 status are *not* allowed to work.

Working without authorization as a serious offense. An F-1 student who works without appropriate authorization will lose his/her F-1 status and must leave the US immediately. Losing your F-1 status will result in the immediate loss of employment authorization to work on or off-campus. Unauthorized employment also carries potential long-term consequences. US. Immigration and Citizenship Services (USCIS) reviews the prior immigration and employment history of anyone applying for future benefits, including H-1B status and permanent Residency, looking specifically at whether applicants/beneficiaries had appropriated work authorization. We have seen an increase in Requests for Further Evidence (RFEs) for employment-related documentation and even denials in cases where an applicant could not provide proof of work authorization for past employment.

#### On-Campus Employment

F-1 students are permitted to work on-campus while attending school. On-campus employment must either be performed on the school's premises, including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria, or at an off-campus location which is educationally affiliated with the school. On-campus employment must *not* exceed 20 hours per week while school is in session. During designated school breaks, F-1 students are allowed to work up to 40 hours a week.

On campus employment is allowed "incident to status," and you do not currently need additional permission from a Designated School Official (DSO). Note, however, that the Student and Exchange Visitor Program (SEVP) has recently issued draft guidance that would require DSO authorization for on-campus employment. If this guidance becomes final, we will immediately advise F-1 students and other stakeholders of any necessary procedural changes.

A letter from ISSS is required to apply for a Social Security Number. Request this letter using our [SUBMIT A REQUEST](#) form online. *Complete the third page of this document and attach it to your request.*

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<sup>1</sup> J-1 students please contact ISSS for information regarding J-1 student on-campus employment authorization.



## International Student On-Campus Employment

### *Information for Campus Partners*

#### International Student Eligibility for On-Campus Employment

- **F-1 visa** students are allowed up to 20 hours of on-campus *hourly* employment when class is in session, and 40 hours per week during scheduled breaks. They are *not* eligible for work-study positions.
- **J-1 visa** students must receive written authorization from ISSS before beginning a position on campus.
- **Other visa** holders must seek additional approval for employment.

#### Social Security Number

- F-1 or J-1 students must provide evidence of employment to apply for a Social Security Number.
- **F-1 or J-1 students may work while the Social Security number application is being processed.**
- Employers may wish to reference Social Security's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.
- The Social Security Act (the Act) does not require employers to have their employees' SSNs before hiring them. Nor does the Act prohibit an employee from beginning work if he or she has not yet obtained an SSN.

#### I-9 Verification

- Employers can refer to the USCIS official I-9 webpage (<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-1-employee-information-and-attestation/foreign-academic-students>) for guidelines on how to complete the Form I-9 for F-1 or J-1 student employees.
- USCIS does **not** require a Social Security Number/Card for I-9 verification.
- An **F-1** student holding a CU Denver Form I-20 with "Initial Attendance" or "Continued Attendance" as the *Form Issue Reason* is authorized to work on campus from the *Program Start Date* to the *Program End Date* listed on their I-20.
- An **F-1** student holding a CU Denver Form I-20 with "Transfer Pending" as the *Form Issue Reason* is authorized to work on campus *immediately* until the *Program End Date* on their I-20.
- The authorized start and end dates for a **J-1** student will be indicated on the written authorization from ISSS.

## Employment Offer Verification

**Employer (CU Denver Departments or Campus Vendors):** Please note by signing this document the employer attests that **the following is a bona-fide offer for employment, and the company understands that a social security number is NOT a condition for employment.**

Employer/ company name: \_\_\_\_\_

Physical Address where job duties will be performed: \_\_\_\_\_

\_\_\_\_\_

Student's job title: \_\_\_\_\_

Job duties description: \_\_\_\_\_

\_\_\_\_\_

Explanation of how position will serve the student population and campus community:

\_\_\_\_\_

Start date: \_\_\_\_\_ Maximum Number of hours per week: \_\_\_\_\_

### Employer Contact Information

Organization **EIN**: \_\_\_\_\_ - \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor/Human Resources Specialist Name: \_\_\_\_\_

Supervisor/Human Resources Specialist Title: \_\_\_\_\_

Supervisor/Human Resources Specialist Signature:

\_\_\_\_\_

By signing above, I confirm that the information provided is accurate, and that the student has been offered employment in this position.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student signature:

\_\_\_\_\_

By signing on the above line, the student has officially accepted the employment offer.