International Student on Campus Employment:

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. You may wish to review the regulations in their entirety at 8 CFR 214.2(f)(9). Note that dependents in F-2 status are not allowed to work.

Be aware that U.S. Citizenship and Immigration Services (USCIS) views 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. If you lose your F-1 status you will automatically lose any employment benefits on or off-campus.

There are also potential long-term consequences of unauthorized employment. If you apply for an H1B or Permanent Residence in the future, USCIS will review your prior immigration and employment history, and will carefully examine your record to ensure that you had appropriate work authorization. We have seen an increase in Requests for 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

As an F-1 student, you are permitted by F-1 regulations to work on-campus while you are 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. This on-campus employment must not exceed 20 hours a week while school is in session. During designated school breaks, you 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) to take an on-campus job. Note, however, that the Student and Exchange Visitor Program (SEVP) has recently issued draft guidance that would require DSO authorization for on-campus employment.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 advise you immediately of any necessary procedural changes.

You will need a letter from ISSS to apply for a Social Security Number. You can request this letter using our SUBMIT A REQUEST form online. Attach second page to your request.

EMPLOYERS: An F-1 or M-1 student 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. There is no provision in the Social Security Act (the Act) that employers must have their employees' SSNs before hiring them. Neither is there any provision in the Act that prohibits an employee from beginning work if he or she has not yet obtained an SSN. (NAFSA Manual)
Employment Offer Verification

Campus Vendors (Employer): please note by signing this document the supervisor 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:_________________________________________________

Student’s job title:________________________________________________________

Job duties description: __________________________________________________

Start date:_________________ Number of hours per week________________________

Employer Contact Information- Supervisor:

Employer EIN___________________________________________________________

Phone number: ____________________________ Email: _________________________

Supervisor’s name: _______________________________________________________

Supervisor Signature:_____________________________________________________

Student Name:______________________ Student ID:____________________________

Student signature: _________________________________________________________

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

International Student & Scholar Services Office: Date:__________________________

Maria José Luna
International Services Specialist/DSO/ARO
International Student and Scholar Services