

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. 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 is a serious offense. An F-1 student who works without appropriate authorization will lose their F-1 status and must leave the US immediately. Losing 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. U.S. 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 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

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 does not currently require 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 Note, however, that the Student and Exchange Visitor Program (SEVP) has recently issued draft guidance that would require DSO authorization for on-campus employment.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. Attach the second page to the request.

EMPLOYERS: An F-1 student who is offered employment is required to apply for a Social Security number (SSN) but may work while the SSN 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 they have not yet obtained an SSN.



University of Colorado
Denver | Anschutz Medical Campus

Campus Box A005/185
P.O Box 173364
1380 Lawrence Street, Suite 932
Denver, CO 80217-3364
Office: 303.315.2230
Fax: 303.315.2246
www.ucdenver.edu/international

Office of International Affairs
International Student & Scholar Services

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 employer understands that having 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 students: _____

Start Date: _____ Maximum Number of Hours per Week: _____

Employer Contact Information

Employer 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 the student has been offered employment in this position.

Student Name: _____

Student ID: _____

Student Signature

By signing on the above line, I confirm that I have officially accepted the employment offer.