



Office of International Students & Scholars

Employment for F-1 Students

Eligibility:

You must be maintaining lawful full time F-1 student status. It is your responsibility to comply with all Immigration Regulations which apply to the F-1 student status.

Application Procedures:

Bring the following items to the Office of International Students & Scholars (OISS):

- Current Registration
- Passport
- I-94 card (small white card stapled in passport)
- Original I-20
- Social Security Card (if available)

If you are in status and have been a full time student, the OISS will prepare a letter verifying your eligibility to work on campus. **Note:** You must take this letter (the original) when you are going to apply for a Social Security Card number.

You will also be given 3 copies of the Employment Authorization Verification letter:

- One for your personal records
- One for your employer
- One for the Student Employment Office, TSC 106

Important Reminders:

Keep your full time status.

- Make sure your I-20 is not expired
- It is illegal for you to work unless you are in status and a full time student
- Your status will be checked several times during the year by the Student Employment Office and if you are not a full time student, they will have your employer terminate your employment.
- You are limited to working 20 hours per week when school is in session. During school breaks or your vacation period, you may work full time.

Social Security Card Information:

You must have a social security number to receive any sort of payment. Applications and instructions are available in the OISS.