

# On-Campus Employment for F-1 Students

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## **Can F-1 students work on-campus at the University of Utah?**

F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, with the school as the employer, while they are attending school and maintaining their F-1 status.

## **Who is eligible for on-campus employment?**

You are eligible for on-campus work if:

- You are in good academic standing with the University of Utah
- You are engaged in a full course of study (12 credits for undergraduates, 9 credits or 3 thesis hours for graduate students), except during the summer vacation semester and official school breaks
- The employment occurs on the premises of the University of Utah campus. In some instances, businesses located on campus may not be considered as on-campus employment (i.e. businesses located in Research Park area). Please contact ISSS to confirm if you have questions.

## **How many hours per week can I work on campus?**

International students on an F-1 visa are permitted to work part-time on campus (no more than 20 hours per week) during the academic year and full time (maximum 40 hours per week) during the summer vacation semester and during the official school breaks (e.g. Fall Break and Spring Break). If summer semester is your last semester, it is not considered to be your vacation semester and your work hours are limited to 20 hours per week.

## **How do I apply for on-campus work authorization?**

To request on-campus employment authorization, please complete the “**On-Campus Work Authorization Request**” E-form using the UAtlas link found at [www.iss.utah.edu](http://www.iss.utah.edu). Through this form, you are required to provide a copy of your offer letter from the hiring department in University of Utah.

## **What information should I have on my offer letter?**

Your offer letter must meet all the requirements below:

- Must be written on department letterhead
- Signed by a department representative
- Department name and phone number
- Physical work address
- Your job title
- Your job description
- Your start date (required) and end date (only if applicable)
- Number of work hours per week
- Employer EIN number (this is required for Social Security Office)

### **Where can I find on-campus jobs?**

On-campus jobs offer flexible schedules and hours, which may be conveniently near your classes and can offer real job skills. Search for on-campus jobs on the University of Utah's Human Resources (HR) website:

<https://www.hr.utah.edu/careers/students/index.php>

### **Can I apply for work-study position?**

No, unfortunately international students holding F-1 visa are not allowed to participate in work-study.

### **Am I eligible to work off-campus? Can I work on-campus and off-campus simultaneously?**

Students on an F-1 visa may be eligible to work off-campus if they are authorized for Curricular Practical Training (CPT). For more information on CPT, please review the CPT policy guide on the ISSS website.

### **I found an on-campus job. How can I apply for a Social Security Number?**

Social Security cards are used for various identification purposes on campus and in the community. A U.S. Social Security Number (SSN) must be obtained in order for you to start your new job (and get paid). You may only apply for a SSN once you have been activated in the SEVIS system. Please refer to the **How to Obtain Social Security Number (SSN) for F-1 Students** guide for more information.

### **I fell out of status. Can I continue to work on-campus?**

No, students who fell out of status must stop working immediately as their immigration record would be terminated. Students must meet with ISSS advisor immediately to discuss about their options to reinstate and cannot resume work until their F-1 status has been reinstated. For more information, please refer to the Reinstatement Policy Guide from our website.

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website here.*

***Employment:** ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.*