



On-Campus Employment

For International Students in F-1 Visa Status

General Information

Students who are in and maintaining their F-1 immigration status are eligible to work on-campus without getting formal work authorization. The work does not need to be related to the student's field of study. On-campus work permission is *incident* to F-1 immigration status.

There are, however, some important rules that a student must follow, if they intend to or are working on-campus. Students are responsible for knowing these rules. Failure to follow these rules will result in the termination of your immigration status and the necessity to depart the U.S.A. immediately. Check with the IOCP before you start to work.

An on-campus job provides valuable cultural and work experience—students are encouraged to seek out on-campus employment. Please note that students in F-1 visa status are meant to be studying and pursuing their academic goal, a degree. Working on-campus is an adjunct to this.

Basic Rules

An F-1 student can work for OWU, or for the bookstore (operated by Follet) or dining services (operated by Chartwell's). Working for Follet and Chartwell's is permitted because they provide direct services to students on-campus. Students in F-1 status cannot work for other contractors on-campus.

Visa regulations state that students may work up to 20 hours per week while school is in session. That is 20 hours per week for all jobs combined. School is in session any week during which classes are offered. Please note that OWU restricts students to 15 hours per week. During breaks, including the summer, students may work full-time. There are, however, few jobs available on-campus during the summer. Breaks are defined as any week during the academic year in which no class is offered. Remember, students may not work off-campus without explicit permission from the IOCP or from DHS.

Being enrolled full-time (unless otherwise permitted) and making good academic progress to graduation are required. Students may begin work as soon as they get to campus in their freshman year but must cease working on-campus after they graduate.

On-Campus Work Opportunities

Students must put some effort into finding an on-campus job. There is a Job Fair at the beginning of the academic year. Students are encouraged to review the OWU student employment office web site: <http://studentemployment.owu.edu/jobListings.html>. Many students check in with offices to see if any positions are available. Please note, though, that

students in F-1 status are not eligible for “work study” positions on-campus because these are funded by the U.S. Federal Government and are, thus, restricted to U.S. citizens and legal permanent residents.

There are, however, many other opportunities for employment. Almost all international students who want to work can find a position within a month. Some places where students find employment commonly include Development and Alumni Affairs, the Library, Public Safety, Admissions, Community Service Learning and Dining Services. Some students, generally juniors and seniors, end up working for academic or administrative departments.

On-campus jobs for students are generally paid by the hour. Some jobs, though, are paid by a stipend or other fixed payment for a particular job for a particular period of time. Students are required to follow the same restrictions that apply to hourly positions (20 hours per week during the fall and spring semesters, 40 hours per week during breaks). Resident Assistants and Moderators are deemed to be working usually 10 hours per week during the terms of their contracts, though the time they are engaged in the duties of their position vary widely week-to-week. On-call hours are not considered work hours; the term or employment for the contracts of all, including seniors, begins with training and ends with the close of the residence halls.

Grants to conduct research or engage in other scholarly, creative or service opportunities are not considered employment (for example SIP Grants or Theory-to-Practice Grants), but expenditures for grant programs must be properly documented and reported.

Taxes, Social Security Numbers

The IOCP Office helps F-1 students get their U.S. Social Security Numbers (SSN) and Social Security Cards. F-1 students can only get a SSN after they have secured a job offer.

All international students must file a U.S. Federal tax return for every calendar year that they are in the U.S., even if they have not worked. The IOCP Office assists international students with their tax reporting obligations. Emails will be sent in January, February and March regarding tax reporting requirements. Some students will also need to file Ohio State and Delaware City income tax returns—the IOCP Office will also assist with these.

The Process – Starting Your New Position

1. Find a position.
2. Visit the Student Employment web site for hiring forms (see above), or visit their office in University Hall (basement, in the HR Office).
3. Complete the forms.
4. Collect your passport, I-20 and I-94 and bring it with your hiring forms to the IOCP Office for processing.
5. Make arrangements with IOCP for your SSN application processing.
6. Return paperwork to Student Employment Office.

All paperwork must be completed within 72 hours of your working your first shift.