

## ***EMPLOYMENT ON-CAMPUS FOR STUDENTS IN F-1 STATUS***

### **What do the immigration regulations say about working on-campus?**

Students in F-1 status may work up to 20 hours per week during the academic year and full-time during winter break and in the summer, as long as your I-20 is valid, you are in good academic standing, and you are enrolled or certified as enrolled full-time (except during winter break and in the summer, when you must not have graduated and must be eligible to enroll for the following semester).

### **What is considered “on-campus?”**

On-campus employment for F-1 students at CSI is defined as:

- employment for the College of Staten Island
- employment for the Research Foundation
- employment for Auxiliary Services
- employment at any other CUNY school
- employment at an off-campus location which is educationally affiliated with CSI. The educational affiliation must be associated with your academic department's established curriculum or related to contractually funded projects, and be an integral part of your educational program, (e.g., Liberty Partnership Program)

### **May I continue on-campus employment after I graduate?**

On-campus employment is generally not permitted after you graduate. However, if you are transferring schools or are in transition between degree programs, you may continue on-campus employment at the school that still has jurisdiction over your SEVIS I-20 provided you intend to enroll for the next academic term or term following an authorized vacation. For example, if you complete a CSI bachelor's degree in May and have been admitted and intend to enroll at CSI in a master's program in August, you may work on-campus during the summer. Similarly, if the new I-20 is from a different school, you may work at CSI up until the date that your SEVIS I-20 is released to the new school. At that time, you can then begin employment at the new school since that school would have jurisdiction over your I-20.

### **Do I need to ask permission to work on-campus?**

F-1 students do not need formal authorization to work on-campus. Your eligibility to work on-campus is “incidental” to F-1 status. There are certain CSI internal procedures, however, which you must complete in order to be put on the payroll. Consult the Center for Global Engagement staff once you've been offered a job on-campus.

### **What are the procedures for working on-campus?**

The procedures are slightly different if this is your first time being employed at CSI and you do not yet have a social security number.

Without a social security number, follow the steps below:

1. Find a job.
2. Ask the department to write a letter to the Center for Global Engagement. (The format and language of the letter is available at the Center.)
3. Bring the letter to the Center to request a letter to apply for a social security number.
4. The Center issues a letter to Social Security Administration which you will need to apply for the card.
5. The Center completes the verification form for Human Resources, Research Foundation, or another CUNY school.
6. Take the verification form to Human Resources, Research Foundation or other CUNY school to process the federal form, I-9.
7. Once your social security number arrives, you will need to present it to payroll at your employer.

If you already have a social security number, omit steps #2, 3 and 4 above.

### **Where can I find a job?**

Unfortunately, there are not enough on-campus jobs to meet the demands of students. In addition, there are certain jobs for which you are ineligible. F-1 students are not eligible for “work-study” jobs. These jobs are available only to permanent residents and U.S. citizens as the salary is highly subsidized by the U.S. government.

At CSI, not all jobs are posted in a central location, but the Financial Aid page has a link for Jobs. Some of these jobs are work-study jobs, so international students would not qualify. However, it is a good starting point to where there may be other opportunities available.

<http://www.csi.cuny.edu/currentstudents/finopportunities/index.html>

At CSI, the rate of pay may also vary, in addition to the hours available to work for the job. For example, some locations may pay more per hour, but offer little or no work during vacation times when F-1 students can work full-time. Certain graduate departments hire their graduate students. Examples of places on-campus where students in F-1 status have found work have been: Parking, the bookstore, Park Café or cafeteria, the library, the Center for Global Engagement, the CLUE Office, Information Technology as well as the CISDD in Manhattan, the Language Media Center in World Languages and Literature, and as tutors. For more information about applying for tutoring positions, consult the Office of Academic Support at the link below:

<http://www.csi.cuny.edu/oas/tutoring.html>

We recommend that you ask other international students if they have found work on-campus and if you have further questions, please consult with staff at the Center for Global Engagement. We also recommend that you visit the Center for Career and Professional Development for assistance in writing a resume, cover letters and with the world of working in the United States.