

International Student Employment Policies and Process

International students with F-1 visas are eligible to work on-campus for the school they have been approved for, or for independent facilities that provide direct support for the school (e. g. Bon Appétit). While work authorization does not need to be approved by DHS or USCIS before a student is eligible to begin on-campus employment, there are still certain rules and regulations that an F-1 International Student must follow in order to remain a legal alien.

Prior to employment, an F-1 student MUST:

- Obtain a Social Security Number (SSN) by visiting the Social Security Administration (SSA).
Required documents include:
 - Passport
 - Valid F-1 Visa
 - Valid I-20 document
 - Letter from employer verifying employment
 - SS-5 Form (available from SSA website)
- Complete an “F-1 Work Eligibility Form” with the help of the International Student Services Coordinator and the student’s employer.
- Complete a Form W-4
- Complete a Form I-9

It takes approximately 2 weeks for a student to receive their SSN card after they have requested one. While a student is eligible to work without an SSN, **they will not be able to receive any compensation for their work until they have received their SSN.**

During employment, an F-1 student MUST:

- Continue to take full-time classes at their approved university
- Work no more than 20 hours per week (except during annual summer vacation, winter break, or spring break)

If a student fails to take full-time classes or works more than 20 hours during school sessions, the student is at risk of losing their student visa or in extreme cases, being deported to their home country. For additional assistance with international student employment, please visit the Office of International Programs and Development (OIPD). The OIPD office is located in Old Main 430, 360-438-4504.