PURPOSE

The purpose of this procedure is to provide guidelines for granting authorization for on campus employment of international students.

PROCEDURE

Students who are maintaining F-1 status are eligible to work on campus. Work performed on the school premises is “on campus” employment as long as the employment provides direct services to students.

Students are permitted to work a maximum of 20 hours per week while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll full-time during the academic term following the vacation period. The 20-hour total includes hours spent working on an internship.

Immigration and Naturalization Service (INS) regulations allow students to work at an off campus location provided that:

(1) The location is educationally affiliated with the school;
(2) The educational affiliation is associated with the school’s established curriculum, or
(3) The work is an integral part of the program of study.