

# F-1 Student Employment Workshop



# On Campus Employment

- F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20. They must be attending that school and maintaining their F-1 status

Two on campus employment types:

- Student Employee
- Casual Employee

*F-1 students are not eligible for Work Study Positions*

# More on Campus Work....

- **Location:** Must be considered "on-campus" . If student is required to travel for campus job for short periods, this would be acceptable (retreats, conferences, etc)
- **Duration:** Can be used throughout period student is pursuing a full course of study.
- **Hours per week:** Limited to 20 hours per week (total) while school is in session
- **Exception 1: full-time during vacation periods:** On-campus employment may be full-time during summer and other vacation periods (holidays, short breaks in between terms) for students who are eligible and intend to register for the subsequent academic term.

# Examples of On-Campus Work:

- Student Leader
- Computer Resource Assistant
- Front Desk Assistant in Gym
- Office Assistant/Receptionist

# How do I Find a Job?

*Check out our department listing for contacts/locations!*

- Visit a department in person, ask when a job may open for students
  - Visit the 'Student Life' tab on MyPCC

\*Generally, departments may hire spring term for the following year OR each term during the first two weeks of the term

# What's Next?

- 1) Obtain a letter from employer stating you have been offered a job on campus. Letter must be on PCC letterhead and state the nature of the job and number of hours worked per week.
- 2) Obtain employment authorization letter from an International Student Advisor
- 3) Apply for a social security number. You may start working once you have a receipt that shows you have applied for a social security card and have presented this to your employer

# What is a Social Security Card?

- In the United States, a **Social Security number (SSN)** is a nine-digit number issued to US Citizens, permanent residents, and temporary (working) residents
- Its primary purpose is to track individuals for taxation purposes.

*If you work in the US, you will need to file taxes each year, for tax information contact:  
Rachel Kruger, [rachel.kruger@pcc.edu](mailto:rachel.kruger@pcc.edu)*



# Other Work Options – Off Campus

Most F-1 students studying at the college and university level can seek authorization for practical training to engage in temporary employment to gain practical experience in his/her field of study.

There are two types of practical training:

- Curricular practical training (CPT)
- Optional practical training (OPT)

*See your International Student Advisor for more information!*

## Other Work Options – Off Campus

- Volunteerism (non-paid) – You may volunteer for as many hours as you like without approval from an advisor.

*However, must not accept any goods or services in exchange for your volunteerism.*

# **NOT ACCEPTABLE**

- **Paid, off-campus work without prior approval**
- **Receiving any kind of compensation for volunteerism**
- **Personal ventures where profit is made (example: a personal business)**