

On-Campus Employment for F-1 Students

MAIN PURPOSE OF STUDENT VISA IS FULL-TIME STUDY

- As a student your priority at all times is study and not employment.
- Therefore In order to obtain the student visa all students are required to demonstrate to the U.S. Consulate that they have sufficient funds to study in the U.S. without seeking employment.
- Nevertheless, the USCIS (United States Citizenship and Immigration Services) does permit international students to work (within certain limitations) on the campus of the school that issued their currently valid I-20.
- This work is permitted only while on the campus of the school which they are attending and is only permitted if they are maintaining their F-1 status.

EMPLOYMENT FOR F-1 VISA HOLDERS

- On campus only (exceptions Curricular Practical Training; Optional Practical Training)
- A maximum of 20 hours per week during the spring and fall semesters any amount of time over 20 hours (no matter how small) is a serious violation of your F-1 visa status
- You cannot work an average of twenty hours per week. For example you cannot work 15 hours one week and 25 the following week. You cannot work 21 one week and 19 the next. Once again the maximum that can be worked in one week during the spring and fall semester is 20 hours.
- The USCIS permits full-time employment (21-40 hours per week) during vacation periods and summer for enrolled and continuing students.

Those students who violate their status or are in violation of their status will not be permitted to work until they have been reinstated to their status by USCIS or have cleared their status by returning home and making a new entry with a new I-20.

FINDING A JOB

International students may find it challenging to find jobs on campus. To start your job search we recommend that you talk with the Career Services. It is imperative that they know that you are an international student, and that you do not qualify for “work study” funding. Things to remember as an International Student:

- The IA & SS does not have a listing of employment opportunities
- You do not qualify for “Work-Study” employment due to government funding involved
- You can only work “Direct Wage” jobs
- You are limited to on-campus employment only
- You are limited to 20 hours maximum per week except during Christmas and summer vacation
- Your best source of employment is normally the department of your major
- Ask friends if they know of openings
- Tell any interested employer that you are an international student and cannot work off campus or work more than 20 hours a week

Since the job hunting is your responsibility, it is a good idea to present a one-page resume when you visit the departments on campus where you seek employment.

Don't be discouraged if you don't get results right away. Persistence pays off.

On-Campus Employment Authorization Form

Hiring departments and prospective international students will be required to complete this form. The form must be submitted to our department every semester that you will be employed.

E-PAF

This electronic Personnel Action Form, formerly known as RHF (UTB) and PAF (UTPA), will enable your department to submit UTRGV hire forms, salary changes, stipends, etc. An ePAF or PAF for a Direct Wage Employee/Assistantship will need to be generated by the department that is employing you and it will be submitted to other departments electronically for approval.

Criminal Background Check

Once you have been offered a job, your department will provide the link to this secure online form to prospective employees. A passcode (that Human Resources will provide to you) will be provided by the department head to the individual who has been asked to complete a Criminal Background Check form. Click [here](#) to go to the Criminal Background Check Form.

I-9 – Employment Eligibility Verification

Federal law requires new employees of UTRGV to establish identity and eligibility to work in the United States. This process is now electronic and is a simple and fast way to verify employment eligibility for UTRGV hires. All employees completing the electronic I-9 form will need to stop by the Office of Human Resources to present original documentation. HR will only process an I-9 for candidates that have been offered a job and whose ePAF or PAF is awaiting approval.

Social Security Number

- If you do not have a Social Security Number you will have to go to the Social Security Administration Offices in McAllen or Brownsville. You must take the letter from the Office of International Admissions and Student Services. You cannot apply for a Social Security number until you have been offered a job
- You will need to wait at least 10 days after arriving in the U.S. before applying for a SSN
- New security procedures that the Social Security Administration now have in place means that your Social Security Number may take 2-6 weeks to be issued.
- *Please refer to handout “Applying for A U.S. Social Security Number” for details*

Disclaimer

All international student users must understand that any information about immigration regulations is subject to change at any time without prior notification.

Furthermore, the immigration advisers of the IS & SS are neither immigration lawyers, nor are they employees of the Department of Homeland Security or Department of State. Immigration Naturalization Service and Justice Department. Your situation is likely to be different from others and will require more accurate information, which may be obtained from your local immigration office, the U.S. consulate or, in the case of international students enrolled at UTRGV from the International Student Advisers at the IA & SS.