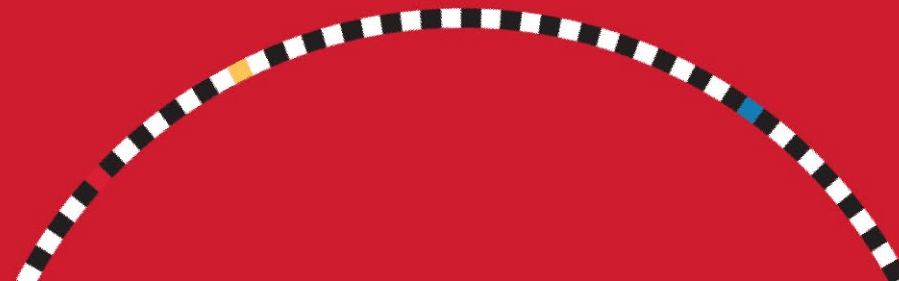


On-Campus Student Employment *for International Students*



International Student On-Campus Work Eligibility

- Most international students are in F-1 or J-1 Status
- F-1 and J-1 status allows students to work on-campus up to 20 hours per week during the fall and spring semester
- Must be in active immigration status
- F-1 and J-1 students may work more than 20 hours per week during break periods
 - Breaks include Thanksgiving, winter, spring break, and summer
- International students in other statuses may be able to work if they have work authorization

On-Campus Work Definition

- A position paid via the Iowa State University payroll
- An approved on-campus commercial firm that provides services to students
 - Examples:
 - Panda Express
 - CyRide
 - **Caution:** Check with ISSO prior to start of employment with a firm like this to confirm they are designated as on-campus. (Failure to do so may result in a status violation if they are not considered an on-campus employer)
- ❖ International students in F-1 and J-1 status must work with ISSO to receive work authorization prior to starting a position off-campus (not paid by Iowa State University)

International Student Employment Dates

- Eligible to begin work up to 30 days before semester start date once they have completed Section 1 of Form I-9 and checked in with ISSO
- Must complete ISSO I-9 process within 3 business days from first day of employment
- Employment must end no later than end date on student's I-20 or DS-2019 which is normally the last day of classes in the student's final semester
- Work authorization ends on the last day of the semester that they complete their degree requirements or give their oral defense
 - Last day of the semester = Last day of classes
- Students completing one degree and starting a new degree the next semester may continue to work during the break period
 - Example: student completes a bachelor's in May and will start a master's in the fall may work over the summer

ISSO I-9 Process

1. The student's position must be finalized in Workday (i.e., approved by the academic department, supervisor, Graduate College, and HR, as applicable)
2. Form I-9 Section 1 launches in Workday as the final step of the hiring process
3. Student completes Form I-9 Section 1 in Workday on or before first day of employment
4. Student completes the rest of the I-9 process in person with ISSO within 3 business days from the start of employment

Obtaining A Social Security Number (SSN)

1. International students without an SSN become eligible to apply for an SSN once they are officially hired
2. ISSO will provide a supporting letter and instructions for an an SSN application during I-9 process
3. ISU hiring department provides official offer letter with employment details
4. The student may begin work after I-9 completion and while SSN is processing
5. SSN card is mailed to Office of the Registrar and notice is emailed to student about SSN collection
6. Student enters SSN in Section 1 of Form I-9 in Workday





Questions?



Email ISSO@iastate.edu

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Location: 4530 Memorial Union

