Employment for International Students

Maintain Immigration Status

F-1 and J-1 students may only work ON-CAMPUS for a maximum 20 hours per week. You may not work more than 20 hours per week except during summer and during official school breaks. You may not work OFF-CAMPUS without special authorization. International students must apply for off-campus work authorization and are only eligible to apply after they have been in the U.S. for a minimum of 9 months. There are no exceptions to this rule. Obtaining a social security number does not give you the permission to work off-campus. Even during the summer, students must receive employment authorization to work off-campus.

Social Security Number (SSN)

In order to obtain a social security card, international students must have a written job offer from an employer on the employer’s letterhead. Once your employer has given you this letter, bring it to Lisa Shoemake in International Engagement and request an additional letter of support. Take both of these letters along with your passport, I-20 and I-94 to the Social Security Office in Conway.

- Having a social security card does not give you authorization to work off campus.
- You must have a job offer in order to be eligible to receive a social security card. This is the only way by US law.

Income Tax

All students who work or receive scholarships must pay taxes. You will receive a W-2 Form in the January for the previous year’s work. You will use this form to file your income tax returns in March. International Engagement will give you an access code for Glacier Tax Prep to assist you in completing your tax returns.

Off Campus Employment

International students are not eligible to work off-campus unless they have specific permission from the United States Citizenship and Immigration Service (USCIS). International students must have been in the US as F-1 student for a minimum of 9 months (2 semesters) before off campus employment can be considered. Off campus employment is not guaranteed, so you should not count on this in order to pay for your educational expenses. If you work off campus without specific permission, you are in violation of your F-1 status and could face arrest or deportation.

Options for Off Campus Employment include:

- Optional Practical Training (OPT)
- Curricular Practical Training (CPT)
- Off Campus Employment Based on Economic Hardship

For more information on these employment options see the handout titled Off Campus Employment for International Students.
Finding a Job On Campus

It’s not always easy for international students to find jobs on campus. **There is no guarantee that you will be able to find a job.** International students are only eligible for 1501 Positions. You are **not** eligible for 1502 positions. There is a great deal of competition for each available position, so be prepared to be proactive in finding a presenting yourself as a qualified candidate.

There are three ways of finding a job on campus: Applying directly with an office or department, applying through the Office of Career Services and signing up for the list serve of students seeking employment.

**Apply Directly with an Office or Department**
Submit an application directly with an office or department on campus. Many students will seek employment with an office affiliated with their academic major. For example, if you are a biology major, you might try contacting the biology department. Other departments who hire a large number of students include Residence halls, HPER Center, Intramural Sports (not sport officials), University Library, ARAMARK Dining Services. You may also want to check for openings with Reynolds Performing Arts Center and College Square.

The departments listed above are only a good starting place. It will be up to you to visit the different departments on campus to ask if they have any **1501 positions** available and if you can apply. They may agree to keep your application on file in case a position does become open.

**Apply through the Office of Career Services**
The Office of Career Services is located in **311 Bernard Hall**. Career Services lists on campus part time jobs. Their phone number is 501-450-3134. Through the Office of Career Services, you can sign up for a distribution list which will notify you of job opportunities on campus.

In addition to job listings, this office provides information on interview skills, job tips, internships, cooperative education programs and other career related services.

**List Serve of Students Seeking Employment**
You can download and complete a Student Seeking On-Campus Employment Form made available from the Student Services Office. You can return this form to 210 Student Health Building. Your information on this form will be place on the campus list serve that goes out to UCA faculty and staff. Hopefully a department will contact you directly about a possible job opening.