



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

F-1 STUDENT ON-CAMPUS EMPLOYMENT

The USCIS definition of “on-campus employment” differs in some important respects from commonly-held definitions. Certain conditions must exist for on-campus employment to be lawful, and there are employment regulations covering special circumstances. Please consult ISSS if you have any questions about this topic.

Eligibility Requirements

General. As an F-1 student, you may work on campus as long as you (1) maintain lawful F-1 status and (2) do not work more than 20 hours per week while school is in session. You may be employed full-time (not to exceed 40 hours per week) during holidays and vacation periods, including summer vacation, provided you are eligible and intend to register for the next term. The 20-hour per week limit on your employment while school is in session applies to all types of on-campus employment. A 20-hour per week graduate assistantship, for example, would exhaust your academic year on-campus (and off-campus) work eligibility.

Authorization of Eligibility. If a particular on-campus job meets certain requirements explained below, work in that job is permissible and automatically authorized by USCIS. However, contact ISSS before beginning any on-campus employment.

Jobs Qualifying as “On-Campus Employment”

Employment by UAB. On-campus work performed for UAB is usually acceptable, such as employment in the library, computer center, or housing office, or work required by a scholarship, fellowship, or assistantship.

Other Employment on School Premises. Work performed on school grounds is on-campus employment as long as the employer provides services directly to students. Employment in the school bookstore or cafeteria, both of which provide direct services to students, is acceptable even if the bookstore or cafeteria is operated by a private, commercial firm. Work for a construction firm which is erecting a campus building is not acceptable, since the construction company does not provide direct student services.

Off-Campus Employment That Qualifies as On-Campus Employment. Immigration regulations allow F-1 students to work at an off-campus location as long as (1) the location is educationally affiliated with UAB, (2) the educational affiliation is associated with UAB’s established curriculum or is related to a graduate-level research project UAB has contracted to perform, and (3) the work is an integral or important part of your program of study. For example, if your field of study is marine biology and UAB has an off-campus marine biology research facility, your work there will be defined as “on-campus” employment.

Note: Contact ISSS before beginning any on-campus employment. While employment by UAB is clearly explained, the other two types of on-campus jobs described above are more difficult to define.

On-Campus Employment, School Transfer, and Completion of Study

If you (1) are in lawful F-1 status, (2) have received a Form I-20 from a new school where you wish to continue study, and (3) intend to enroll at the new school for the next regular academic term or session, you may continue on-campus employment at your first school until you move to your new school, or you may begin employment at your new school immediately even though you may not yet be attending classes there. If you do not intend to continue further study in the US, you may not be employed on campus after you have completed your program of study unless you have applied for and been granted written permission to engage in a type of employment the USCIS defines as post-completion or optional practical training.

Employment of F-2 Dependents

Immigration regulations prohibit all employment for F-2 dependents (spouses and children of F-1 students).

Employment Eligibility Verification

When you begin work, you and your employer must complete a Form I-9, "Employment Eligibility Verification." The I-9 must be updated each time you renew your work permission.

A Note of Caution

While USCIS regulations provide a variety of opportunities for employment during your time in F-1 status, working improperly or without authorization is a serious violation. Consult ISSS before accepting any employment.

Failure to Comply with Employment Regulations

It is your responsibility to comply with all immigration regulations applicable to F-1 students. ISSS is responsible for advising and counseling you regarding your responsibilities. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to F-1 students, and, in some situations, you may be subject to deportation.



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CERTIFICATION OF ON-CAMPUS EMPLOYMENT ELIGIBILITY

Student Name _____

Banner Number _____

Employer Department _____

Address where work will be performed _____

This is to certify that the above-named student is eligible for on-campus employment.

Limitations of Employment. Employment must not exceed 20 hours per week while school is in session. If this student is employed elsewhere on campus or is employed off-campus with proper authorization, that work must also be counted toward the 20-hour time limit. Full-time employment is permissible between school terms and during holidays and vacations, including annual vacation.

Employment Eligibility Verification. If you employ this student, you and the student must complete Form I-9, Employment Eligibility Verification. You must then retain the Form I-9.

Maintenance of Lawful Status. In order to preserve on-campus employment eligibility, F-1 students must maintain lawful immigration status. Among other requirements, this means that they must:

- ❖ Enroll for a full-time course of study in a degree-seeking program during the academic year (12 credit hours per semester for undergraduates, 9 credit hours for graduates); *and*
- ❖ Maintain their eligibility to enroll; *and*
- ❖ Limit all employment to 20 hours per week while school is in session; *and*
- ❖ Refrain from unauthorized off-campus employment.

If you have any questions regarding this student's employment eligibility, please contact ISSS.

Signature of Supervisor

Date

Printed Name of Supervisor