



## International Services Office

### ON-CAMPUS EMPLOYMENT

- F-1 and J-1 International Students are permitted by the U.S. Citizenship and Immigration and Services to work under certain restrictions
- All employment must be authorized by the DSO (Designated School Official) or RO (Responsible Officer) in the International Services Office
- Only permitted while enrolled in full time course of study as F-1/J-1 student
- Can only work on the university campus or university affiliated employer approved by DSO or RO
- Maximum 20 hours per week during regular academic sessions
- Maximum 40 hours per week during vacations and summer sessions
- Cannot displace a US student
- Must obtain a U.S. Social Security number before employment (Applications are available in ISO)
- F-1/J-1 students may work on campus during the summer vacation if enrolled in previous term and intending to enroll in next term (Fall) and have a valid I-20 or DS-2019 from ISO for the Fall term

Students seeking On Campus Employment should visit the **Career Development Center, 1<sup>st</sup> Floor Student Union Building, Phone 239- 590 -7946** or at <http://studentservices.fgcu.edu/careers/>. Current job opportunities are listed in this office and posted on their website at <http://www.collegecentral.com/fgcu/> (\*you must register with College Central Network to use the Career Central Services). If you need an application to apply for on-campus jobs, they are also available on the website:

[http://studentservices.fgcu.edu/Careers/Files/OnCampus\\_Job\\_Application.pdf](http://studentservices.fgcu.edu/Careers/Files/OnCampus_Job_Application.pdf)

The Career Development Center also assists students with career planning, writing resumes, job-searching skills, interviewing and job placement. Campus jobs generally pay minimum wage or higher and often provide excellent involvement with the university. Students can also gain valuable work experience and skills. International Students on F-1/J-1 Visa are not eligible for “College Work Study” (a U.S. Federal Financial Aid benefit), and some student employee positions require this.

As you apply for jobs, inform your potential employer that as an international student you are eligible for employment and may need a few days to finalize the authorization from our office. Employers can contact us if they have questions.

### Procedure

1. Secure employment on campus and request a letter from your future employer stating that you have been offered a position on campus. The letter issued by the employing supervisor should include: position title, employing department, duties to be performed, starting employment date, and the number of weekly hours (not to exceed 20) and the company FEIN (Federal Identification Number).
2. Request an “On-campus Employment Authorization Letter and a “Social Security Verification Letter” (if you do not have a U.S. social security number) from ISO. The DSO will verify your full-time enrollment at FGCU and eligibility for employment, then will prepare the necessary documents for you.

3. Complete an "Application for a Social Security Card" (ISO has these applications or you can obtain it at the Social Security Administration Office or via website at <http://www.ssa.gov/online/ss-5.pdf>).
4. Bring the two letters, your application, your passport\* with Visa\*, I-20\* or DS-2019 and I-94\* to the nearest Social Security Office (See address below)
5. Follow your new employer's instructions to "sign-on" with the Human Resources Office. You will need to present your I-20/ DS-2019 (authorized by the DSO), your Employment Authorization Letter, and Social Security Card to Human Resources.

\* Please retain these documents; do not submit to Social Security staff.

**Social Security Office, Naples**

3174 E. Tamiami Trail

Naples, FL 34112

TEL: (800) 772-1213

Office hours:

8:30 AM TO 3:30 PM MONDAY - FRIDAY

**Social Security Office, Fort Myers**

10100 Deer Run Farms Road

Fort Myers 33912

TEL: (800) 772-1213

Office hours:

9:00 AM TO 4:00 PM MONDAY - FRIDAY

For more information call 1 (800) 772-1213 between 7:00 am and 7:00 pm (For TDD call (800) 325-0778) or visit the Social Security Web site at <http://www.ssa.gov/>

**You can download SSA application forms from their website**

### **Once Employed**

Once employed you will need to file **U.S. Income Taxes** with the U.S. Internal Revenue Service (IRS). This is done annually, between January and mid April for the calendar year just passed. Specific information, forms and instructions are available in ISO. Failure to file annually with the IRS can have negative long-term consequences, which could affect your immigration status. Additionally, you may be due a refund, which can only be issued by filing your income tax forms.

### **Continued Employment**

If you desire to continue employment, you may do so if you are maintaining your F-1/J-1 status, with no violations.

**Remember:** It is a violation of your F-1/J-1 status to work beyond the permitted hours, work off-campus unless specially authorized, or receive compensation for any activity. Violating your F-1/J-1 status can result in employment termination, applying for Reinstatement (\$290 fee), and can have negative long-term consequences, which could affect your immigration status.