



International Student Services

ON-CAMPUS EMPLOYMENT

- F-1 International Students are permitted by the Immigration and Naturalization Service to work under certain restrictions
- All employment must be authorized by the DSO in the International Service Office
- Only permitted while enrolled in full time course of study as F-1 student
- Can only work on the university campus or university affiliated employer approved by DSO
- 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 US Social Security number before employment (Applications are available in ISO)
- F-1 student may work on campus during the summer vacation if enrolled in previous term and intending to enroll in next term (fall) and has a valid I-20 from ISO for the fall term

Students seeking On Campus Employment should visit the Career Development Center, 1st Floor on Howard Hall (Phone 239-590 7946). Current job opportunities are listed in this office and posted on their website (<http://studentservices.fgcu.edu/careers/oncampusjobs.htm>). If you need an application to apply for on-campus jobs, they are also available on the website (http://studentservices.fgcu.edu/careers/On_Campus_job_application.doc). 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 F1 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 an 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).
2. Request on-campus employment authorization from ISO. (Complete yellow service Request form: Select “On-Campus Employment authorization and “Social Security verification letter” if you do not have a U.S social security number. The DSO will verify your full-time enrollment at FGCU, and eligibility for employment and 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 website).
4. Bring the two letters, your application, your passport* with Visa*, I-20* and I-94* to the nearest Social Security Office (See address below)
5. 4. Follow your new employer's instructions to "sign-on" with the Human Resources Office. You will need to present your I-20 (authorized by the DSO), your Employment Authorization letter, Social Security Card and a completed copy of the Foreign National Information Form (FNIF) 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 web site

Once Employed

Once employed you will need to file **US Income Taxes** with the US 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 status, with no violations.

Remember: It is a violation of your F-1 status to work beyond the permitted hours, work off-campus unless specially authorized, or receive compensation for any activity. Violating your F-1 status can result in employment termination, applying for Reinstatement (\$200 fee), and can have negative long-term consequences, which could affect your immigration status.