



## On-Campus Employment Guide for F-1/J-1 International Students

Dear International Student,

Congratulations on your employment offer for a part-time position at Florida Gulf Coast University. As you are aware, your position allows you to work up to a maximum of 20 hours per week during academic semesters and up to forty hours per week during official breaks. The following information serves as a guide to assist you in going through the proper procedure as you seek to apply for a U.S. Social Security Number and complete the documentation required by the FGCU Human Resources.

1. An email with a link to the HR New Hire Form will be sent from **Formstack** to complete and submit. This enables us to establish the employee profile record prior to your first day of employment. Please schedule an appointment to have your fingerprints taken and submitted in your local area. Please follow the steps listed in the attached PDF: "FGCU Fingerprinting Process". Please use the following [link to schedule a NEO session](#).
2. **SOCIAL SECURITY EMPLOYER JOB DESCRIPTION LETTER**: Please contact your future FGCU supervisor and provide them the attached "SOCIAL SECURITY EMPLOYER DESCRIPTION LETTER". Your supervisor needs to re-write the employment offer/job description letter in FGCU letterhead/stationary and provide it to you, before you head over to the Fort Myers Social Security administration.
3. Fill out the [Social Security Application Form](#) located on page # 5. You must fill out the form with your details, following some of the instruction already provided on the form. **APPLY for a Social Security Number in person.** Bring your passport with student visa, I-94 record, I-20 form, and employment offer letter from your FGCU supervisor with job description/offer, letter from International Services office, confirming your student status and your completed SS-5 Application to: **Fort Myers Social Security Office located at: FIRST FLOOR SUITE 101, 3650 COLONIAL BLVD, FORT MYERS, FL 33966.** Office is open during weekdays/business hours only. Ensure to obtain a receipt confirming your application. Your SSN card takes approximately 10 calendar days to arrive in the mail.
4. **Access your latest I-94** (Entry/Departure Record) [Click Here](#): Please print two copies of your I-94 record (one for the social security administration and another for the FGCU Human Resources).
5. Schedule a brief meeting with the International Student Advisor at the Office of International Services by [Clicking Here](#), or email [InternationalServices@fgcu.edu](mailto:InternationalServices@fgcu.edu) to receive **your FGCU on-campus employment authorization letter and the Status Confirmation Letter for the Social Security**, prior to applying for the Social Security Number and HR sign-on process.
6. Prior to orientation: Please follow the link below to complete and submit your New Hire Paperwork electronically **prior to your start date**.

### [OPS New Hire Paperwork](#)

7. What to bring to orientation: You are required to present the following documents:

- [Documents](#) that satisfy the requirement for the USCIS Form I-9.  
[https://www.uscis.gov/system/files\\_force/files/form/i-9.pdf?download=1](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1)

You will also be required to print (single-sided) and complete the four attached forms in the **New Employee Orientation Packet** (I-9, Loyalty Oath, FRS Certification, and Direct Deposit). Please bring these completed forms with you to NEO.

8. **Where to park:** Please make your way to Human Resources located in the SoVi Modular and park in front of the building (see attached map). International Student On-Campus Employment Policy

### *Guidelines for FGCU Students & Supervisors*

**Definition:** Per 8 CFR § 214.2(f)(9)(i) International students on an F-1 or J-1 student status may be authorized to work up to twenty (20) hours per week during the academic periods (when school is in session) and up to forty (40) hours per week during non-academic periods (when classes are not in session). *Please note that FGCU, as an employer, reserves the right to limit the number of hours an employee, in certain classifications, may work to ensure compliance with federal or state regulations.* An on-campus employed international student who works beyond 20 hours/week while the University is in session risks violating his or her immigration status. Potential effects of violating international student immigration status include, but are not limited to, termination of SEVIS (immigration record) and the need to regain immigration status through costly and sometimes lengthy procedures.

**Purpose:** This policy pertains to F-1/J-1 student on-campus employment regulations established by 8 CFR § 214.2(f) (9) (i) (the U.S. code of Federal Regulations governing foreign nationals) and establishes the FGCU course of action/response if a violation occurs.

**Student Responsibility:** International students are made aware of this rule by International Services at the International Student Orientation. The on-campus employment authorization process and informational literature outline F-1/J-1 maintenance of status and on-campus employment. In all cases, students are responsible for compliance with this policy and the federal regulation and must monitor work hours in coordination with their work supervisor.

**University Responsibility:** International Services informs all F-1/J-1 students of this federal regulation and university/student compliance requirements. The office also authorizes all F-1/J-1 students for employment and through this process notifies the student, the student's immediate supervisor (at initial employment as indicated by the student) and the FGCU Human Resources office. The *Human Resources Office* monitors employment of F-1/J-1 through bi-weekly reports shared with International Services. International Services reviews these bi-weekly reports and addresses the situations of policy infractions.

**FGCU Supervisor Responsibility:** As an employer/supervisor of international students, you are responsible for monitoring the hours these students/employees work on a weekly basis by ensuring they do not exceed the 20/40 hours per week limit, as well as ensuring they report their hours within the same week/pay-period (do not carry-over into the following week/pay-period). *When a student's violation of terms of employment leads to termination of status, the student must establish a new SEVIS I-20 or DS-2019 record (including a new Financial Statement) and start the process to exit and then re-enter the U.S, with a new student I-20 record (at the student's expense).*

*By signing below, the international student employee and the FGCU supervisor agree to the above terms and responsibilities in accordance with the FGCU Human Resources employment guidelines, U.S. Immigration laws and FGCU International Services Office's on-campus employment policy. Please retain a signed copy of this document for your records and return the original to the International Services Office.*

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_