
F-1 ON-CAMPUS EMPLOYMENT

1. Federal regulations allow F-1 students in good standing and legal status with U.S. Citizenship and Immigration Services (USCIS) to work on the premises of the school that issued their currently valid I-20 while they are attending that school and maintaining their F-1 status. Students are limited to work 20 hours per week during Fall and Spring semesters. Students may work full-time on campus during vacation times. Under federal regulations, F-1 students are not required to register for a full course of study during official school breaks, such as summer and inter-semester breaks. A student is eligible for a vacation: if the student has completed an academic semester prior to taking the vacation; if the student is eligible and intends to register for the next semester; and if s/he is otherwise allowed by the University or by his/her academic department (i.e. GAR, GAT etc), unless university regulations require otherwise (see the Office of Graduate Studies for details).
2. In the summer, F-1 graduate students who have assistantships and wish to find a second on-campus job must have special permission from the Office of Graduate Studies (OGS).
3. The employment must be performed on the school's premises (with the exception of those who are authorized to do "on-campus research at an off-campus location"). Students must be on the University of Louisiana at Monroe payroll, with the exception of jobs providing services to students, such as the ULM Bookstore. This may not include employment on the school's premises for a commercial firm that is not providing on-campus services for students, for example a construction site for a new building.
4. **On-campus employment is not permitted after completion of an academic program (graduation or letter of completion), unless the student has valid Practical Training Employment Authorization Document (EAD) or has been issued a Form I-20 to begin a new academic program and is registered for the next semester at the same school.**
5. Students may not be compensated for work done while a student is in illegal immigration status or while a reinstatement application (to regain legal status) is pending approval by USCIS.
6. No authorization by an ISO advisor is necessary for on-campus work. However, the employment authorization must be approved through the online Employment Eligibility Certification system. Before the student begins employment, the employer must complete the "**Employment Eligibility Verification**" form (**Form I-9**). Also, the employer and the employee must be aware of all U.S. laws concerning tax obligations.
7. Students transferring out of the University of Louisiana at Monroe cannot work at the university past their transfer release date indicated in SEVIS. Students transferring into the University of Louisiana at Monroe may begin work once the transfer release date has passed. A student may only engage in on-campus employment at the school having jurisdiction over the student's SEVIS record.