

**What is On-campus employment?** On-campus employment is defined by employment that is on the school's premises.

**Am I eligible for On-campus employment?** Any student in good F-1 status is eligible to work on-campus. The student must be pursuing a full course of study, or, if employed during a break, registered for the next academic term. Employment may begin no sooner than 30 days prior to the start of classes for new students with initial entry to a new program.

**How much can I work?** Employment is limited to 20 hours per week while school is in session or full time during official school breaks according to the undergrad calendar(i.e.. summer, Christmas and spring break).

**How do I Apply?**

- *Register with the Office of Student Employment.* Students must visit the Office of Student Employment to receive their Student Employee Status & Employment Authorization.
- *Complete the Student Employment Application for on-campus employment.* Complete all payroll paperwork in the Business Office. Students will be required to complete tax forms and show two forms of appropriate ID.
- *View Job Listings on the CASH Network and request referral.* Referral to available positions can be made online from the job descriptions. Hiring departments review applications and contact students matching their requirements. Students are advised to not contact campus employers directly.

**Remember** Students who apply for on-campus employment must: enroll for a full course of study, maintain good grades, limit all employment to 20 hours per week while school is in session and refrain from off campus employment without authorization. If you work beyond the 20 hours per week limit, your F-1 visa could be revoked. Do not contact employers directly. Submit all job applications through the CASH Network only.