



Assistantship Information Sheet – International F-1/J-1 Students

General Information for On-Campus Work

Students who are maintaining F-1/J-1 status are eligible to participate in an assistantship. OGE MUST provide permission for all F-1/J-1 students to participate in an assistantship. OGE will provide all F-1/J-1 students with permission to work and the Assistantship Authorization Letter.

F-1/J-1 students ARE NOT PERMITTED to work OFF-CAMPUS without prior authorization from OGE and/or U.S. Citizenship and Immigration Services (USCIS).

Students are permitted to work a maximum of 20 hours per week while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll full-time during the academic term following the vacation period. This 20-hour total includes hours spent working on an assistantship (for graduate students). For example, a one-third time assistantship is equivalent to 13 hours of work; therefore, the student can work a maximum of 7 additional hours on campus to total 20 hours.

OGE will approve and provide the Assistantship Authorization Letter every academic semester, from the first day of the semester to the last day of the semester. Students MUST request new approval and a new Assistantship Authorization Letter every semester if they want to continue to work on-campus.

An assistantship cannot be continued after graduation unless the student has been accepted, received an I-20, and is planning to enroll in a new educational program at the same educational institution.

Many international students may be employed at some point during their studies at UNCP. **International students who work without authorization – that is, they work more hours than permitted by law, or without written permission if it is necessary, or the employment is otherwise not permissible – will be considered to have violated their status. OGE will be required to terminate the SEVIS record of any student who has violated their status. Student MUST not work without authorization and MUST not violate the employment benefits.**

Whether it is part of a graduate assistantship, or an internship with a company, or part-time employment on-campus just to make a little money, can be a very useful activity, can be fun and a great way to meet Americans, and can help meet daily casual expenses. OGE is supportive of international students engaging in lawful, appropriate, and authorized employment. Certain visa types that international students may have do not allow any employment whatsoever while other visa types have very generous employment benefits. **Every visa type has different employment restrictions and processes.** F-1 and J-1 students are able to work on-campus or off-campus provided they meet all the eligibility requirements, get written authorization when necessary, and it does not interfere with one's studies or delay one's program completion. Employment can only be a secondary or incidental objective for students on a student visa. Those who wish to work instead of –or more than – study should consider changing to an employment visa, where the primary objective is work instead of study.

Copies – You should keep your original document. OGE will keep a copy of your signed immigration document generated with this request. The OGE copy should be kept with the request application.

On-campus employment is defined as **physically on the campus** of UNCP and **paid through the UNCP Payroll office**. This excludes private companies on-campus, private tutoring, or other services provided to students or faculty even if the activity takes place on campus.

There are many departments on campus that hire students. The most productive method to finding an on campus job is to go to the different departments and simply ask if they have any student positions open. The University Career Center web page also offers information about on campus jobs.

Once hired, international students must make an appointment with the Payroll Office, specifically Jacqueline "Kay" Strickland, jacqueline.strickland@uncp.edu, to complete a tax assessment. A tax assessment is a requirement of your employment and must be completed prior to you receiving your first paycheck.

In order to accept salary or wage payment from U.S.-based source, it is necessary to obtain an SSN.

Social Security

A Social Security number (SSN) is a number issued by the U.S. Federal government for tax purposes. All students who are currently employed are required to apply for a SSN. Students in F-1 or J-1 status who are not currently employed are not eligible to apply for a SSN. The SSN is NOT required to obtain an NC State driver's license or to open a bank account with some financial institutions.

Which documents do you need to apply to a SSN?

- A completed [application](#) for a SSN
- Passport and visa (visa can be expired)
- I-94 (card or [electronic printout](#) – English only)
- I-20 (for F-1 students) or DS-2019 (for J-1 students/scholars)

How to apply to a SSN

The Social Security Administration requires you apply in person. The address of the closest [Social Security Administration Office](#) to OGE is 4430 KAHN DRIVE, LUMBERTON, NC 28358. Their phone number is 1-866-931-7099. Their office hours can be found <https://secure.ssa.gov/ICON/ic001.do#officeResults>. Once the application is received and approved, the Social Security card is mailed to the applicant's address 3-4 weeks after the application is accepted.

On-campus employment for F-1/J-1 students

F-1 students NEED written authorization from OGE to engage in casual part-time (not to exceed 20 hours per week) employment on campus when it is "incident" to their status and they are maintaining their lawful F-1 status. F-1 and J-1 students are considered to be working 20 hours a week on campus if they hold a half time teaching/research assistantship. Additional appointments, supplemental pay, or additional pay for hours worked beyond the 20 hour per week maximum will violate a student's immigration status. On-campus employment can be full-time during Summer for students who plan to enroll for the fall semester and as long as the employment begins after the graduation date for the spring semester and ends prior to the first day of classes for the fall semester. Employment may not result in a delay of program completion (with a need to request a program extension), loss of good academic standing, loss of full-time enrollment, etc.

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