

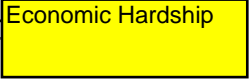
## CATEGORIES OF F-1 EMPLOYMENT

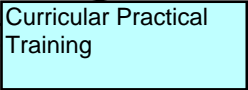
1. **ON-CAMPUS EMPLOYMENT:** USCIS regulations state that this type of employment **can be immediately authorized** for any student in lawful F-1 status. After you have found a job on campus, apply for on-campus work authorization at ISSO. Student are eligible to work 20 hours a week while attending classes and up to 40 hours during winter, spring and summer recess and vacation periods.

**EMPLOYMENT BY YOUR SCHOOL.** On-campus work performed for your school is always acceptable, whether it is employment in your academic department, the library or the computer center. Work required by a scholarship or assistantship and work at other City University of New York campuses are also acceptable.

**OTHER EMPLOYMENT ON YOUR SCHOOL'S PREMISES.** Work performed on your school's grounds for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students. Examples of this might be your school's food service or bookstore, if they are operated not by your school but by an outside firm.

**WORK OFF CAMPUS WHICH QUALIFIES AS ON-CAMPUS EMPLOYMENT.** This includes research foundations, institutes and laboratories affiliated with the college.

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2. **EMPLOYMENT BASED ON ECONOMIC HARDSHIP:** F-1 students are eligible to apply for off-campus work due to some unforeseen economic hardship, **only if student is unable to locate employment on campus.** Students are eligible to work up to 20 hours a week while attending classes and up to 40 hours a week during winter, spring and summer recess and vacation periods.

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3. **CURRICULAR PRACTICAL TRAINING:** Work experiences that are part of your academic program are considered as "curricular practical training". This includes internships, cooperative education and practicum experiences related to your major field of study. **Student must be in current F-1 status.** Student eligible to work between 20 to 40 hours a week, depending on the International Student Advisor's recommendation.

4. **OPTIONAL PRACTICAL TRAINING:** **After being in F-1 status for 9 months,** students may apply for Optional Practical Training to work in an area related to their major field of study either fulltime (40 hours a week) or part-time (up to 20 hours a week) depending on Foreign Student Advisor's recommendation.

- 1) during vacation (either full time or part time)

- 2) after completion of course requirements, but have not completed the thesis;
- 3) after completion of the course of study.

**Optional Practical Training is limited to a total of 12 months, per degree, throughout the student's entire stay in F-1 status. There are no extensions.**

5. **INTERNSHIP WITH AN INTERNATIONAL ORGANIZATION:** An internship by a "recognized" international organization, such as the United Nations can be authorized. Student must be in F-1 status and is eligible to work part time or full time depending on International Student Advisor's recommendation.
6. **EMPLOYMENT FOR F-2 DEPENDENTS:** Immigration regulations prohibits employment for F-2 dependents (spouses and children of F-1 students).

#### **RELATED EMPLOYMENT INFORMATION:**

**EMPLOYMENT ELIGIBILITY VERIFICATION:** When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (USCIS FORM I-9), which the employer retains. The I-9 must be updated each time you receive a renewal of your work permission.

**SOCIAL SECURITY AND OTHER TAXES:** F-1 students who have been in the U.S. less than five years are exempt from Social Security (F.I.C.A.) taxes. However, your earnings are subject to federal, state and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded.

Special Social Security exempt and IRS tax forms for F-1 students can be obtained from the Social Security Administration and IRS.

**FAILURE TO COMPLY WITH EMPLOYMENT REGULATIONS:** It is your responsibility to comply with all immigration regulations which apply to F-1 students. The International Students & Scholars Office has the responsibility for advising and counseling you regarding your responsibilities. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

**FOR MORE SPECIFIC DETAILS ON F-1 EMPLOYMENT PLEASE CONTACT THE INTERNATIONAL STUDENTS & SCHOLARS OFFICE IN FRESE HALL, ROOM 211.**

**OFFICE HOURS: MONDAY & WEDNESDAY FROM 9:30AM TO 1:00PM,  
TUESDAY & THURSDAY FROM 12:00PM TO 4:00 PM.**