

## ON-CAMPUS EMPLOYMENT INSTRUCTIONS FOR F-1/J-1 STUDENTS & J-1 PROFESSORS AND RESEARCHERS

You may request written authorization to work on-campus from the International Students & Scholars Office. On-campus work includes work at any City University of New York (CUNY) institution and affiliate.

Written authorization for employment is required before you can begin work. The on-campus office that employs you will need proof of your written permission to work (employment authorization), **BEFORE YOU START WORK.**

To work on-campus, you must be in valid F-1/J-1 Visa/Immigration Status. As F-1/J-1 Student, you must: be enrolled at Queens College as a full time student, be in good academic standing and not be working illegally. (J-1 Professors and Researchers must see the J-1 Responsible Officer in the ISSO before they begin work.)

For F-1/J-1 International Students, on-campus work authorization is valid for part-time employment (20 hours or less per week) during the Fall and Spring semesters and full-time employment (40 hours a week) during school holidays and summer recess.

J-1 Scholars, Researchers and/or Faculty may work up to 40 hours per week in their respective academic fields.

**IMPORTANT for F/J Students!** On-campus employment authorization must be renewed each semester prior to the expiration date listed on the Queens College On-Campus Employment Authorization Form. Failure to re-new employment authorization may result in loss of your F-1/J-1 Immigration status, job loss and withholding of pay.

**To obtain written permission to work on-campus, bring the following items with you to the Queens College International Students & Scholars Office:**

1. your passport. Passport must be valid through duration of work period.
2. your Queens College I-20 or DS 2019. NO PHOTOCOPIES.
3. a letter from the on campus office that wishes to hire you. The employer's letter must be on campus office letterhead and indicate job offer, job location, name of employer, salary, number of hours working per week, beginning and ending dates of employment, a brief job description, and supervisor's signature. Bring original letter. NO PHOTOCOPIES.
4. a valid Social Security Number. **IF YOU DO NOT HAVE A VALID SOCIAL SECURITY NUMBER, THE ONLY WAY THAT YOU CAN OBTAIN ONE IS BY FIRST RECEIVING WRITTEN EMPLOYMENT AUTHORIZATION FROM A QUEENS COLLEGE USCIS-DSO; YOUR INTERNATIONAL STUDENT ADVISOR. BRING ITEMS 1, 2 AND 3 ABOVE TO THE INTERNATIONAL STUDENTS AND SCHOLARS **BEFORE** APPLYING FOR THE SOCIAL SECURITY NUMBER.**