On-Campus Employment for F-1 and J-1 International Students

In order to be eligible for on-campus employment, international students in F-1 or J-1 status must:

• Be maintaining their nonimmigrant status; and
• Be enrolled in a full-time course load or authorized equivalent in the current term or, in the case of summer or winter vacation, have not completed their degree and are enrolled full-time (or an authorized equivalent) in the next required term.

International students can work on-campus up to 20 hours a week while school is in session during the fall and spring semester.

If a student has multiple on-campus jobs, the total hours worked for all jobs cannot exceed 20 hours a week while school is in session.

International students can work on-campus full-time (more than 20 hours) during official school breaks (spring break, summer vacation, Thanksgiving break, and winter vacation).

Students who have questions about whether a job is considered on-campus should consult ISSS.

Social Security Administration Offer Letter Requirements for General On-Campus Job

The on-campus job offer letter must be printed on department letterhead and include the following information:

• Name of student (as listed on passport)
• Description of the employment/ nature of the job
• Anticipated or actual start date (no more than 30 days into the future)
• Number of hours/ week student is expected to work
• Name of employing CU Boulder department/ school

Sample Offer Letter Template (CU Boulder is the employer)

* SCHOOL / DEPARTMENT LETTERHEAD *

This letter certifies that _______ has been hired for the following on-campus job:
(F-1/ J-1 student name as listed on passport)

________________________
Description of the Employment/ Nature of the Job

Anticipated/Actual Employment Start Date: ______________

The student is expected to work ________ hours a week.

• On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

On-Campus Employer Department Name: __________________________

Employer Identification Number (EIN): CU EIN = 84-5000-555

Name & Title of Student’s Immediate Supervisor: __________________________

Telephone Number: __________________________

Employer’s Signature (Original): __________________________ Date: ______________

Signatory’s Name and Title (Printed): __________________________

The employment start date cannot be more than 30 days in the future at the time of the SSN application.
Sample Offer Letter (Commercial firm located on CU Boulder campus providing services for students)

This letter certifies that [F-1/J-1 student name as listed on passport] has been hired for the following job on the University of Colorado Boulder campus: [Description of the Employment/ Nature of the Job].

Anticipated/Actual Employment Start Date: [Date]

The student is expected to work [Number of hours per week] hours a week.

On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

[Name of on-campus employer] is a commercial firm, located on the University of Colorado Boulder that provides services for students.

Employer Identification Number (EIN): [EIN]

Name & Title of Student’s Immediate Supervisor: [Name and Title]

Telephone Number: [Phone number]

Employer’s Signature (Original): [Signature] Date: [Date]

Signatory’s Name and Title (Printed): [Name and Title]

Social Security Administration Offer Letter Requirements for Scholarships, Fellowships, and Graduate Assistantships

The on-campus sponsoring department must provide the student with a letter of acceptance that:

1. Is written on department letterhead;
2. Clearly indicates that the position is an on-campus scholarship, fellowship, or graduate assistantship;
3. Outlines the stipulations of the work portion of the scholarship, fellowship, or assistantship; and
4. Includes the department name, contact information, and original signature.

The letter of acceptance does not need to show a start date for the employment. If the start date is included in the letter, the student cannot apply for a SSN more than 30 days in advance of the start date.

Resources for Hiring Department

An F-1/J-1 student may work while the Social Security number application is being processed. Please reference SSA’s fact sheet, Employer Responsibilities When Hiring Foreign Workers.

Additional Resources:

- **F- On-Campus Employment** (CU Boulder ISSS webpage)
- **J-1 Employment and Training** (CU Boulder ISSS webpage)
- **Evidence of General On-Campus Employment for an F1 (Foreign Student) for an SSN Card** (SSA Policy Manual)
- **Evidence of On-Campus Employment for an F1 (Foreign Student) with a Scholarship, Reduced Tuition, Fellowship, or Graduate Assistantship** (SSA Policy Manual)
- **Evidence of Employment Authorization for the J1 (Exchange Visitor) and J2 (Dependent of J1) Classes of Admission** (SSA Policy Manual)
- **International Students on CU Boulder Payroll** (CU Boulder ISSS handout)
• Applying for a Social Security Number (CU Boulder ISSS handout)
• International Students and Social Security Numbers (Social Security Administration publication)
• Social Security Office Locator
• I-9 Guidance (CU Boulder HR Guidance)
• International Employees (CU Employee Services webpage)
• Delays in Issuing SSNs to Aliens by the Social Security Administration (IRS webpage)
• Fair Labor Standards Act (U.S. Department of Labor webpage)