

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
- Employer Identification Number (EIN)
- Name of student's immediate supervisor
- Employer's telephone number
- Original signature with date
- Signatory's title

Sample Offer Letter Template (CU Boulder is the employer)

* SCHOOL / DEPARTMENT LETTERHEAD * 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 employment start date cannot be more than 30 days in the future at the time of the SSN application

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 = 84-6000-555

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

Sample Offer Letter (Commercial firm located on CU Boulder campus providing services for students)

* EMPLOYER LETTERHEAD * EMPLOYER LETTERHEAD *
This letter certifies that _____ has been hired for the following job on the University
(F-1/ J-1 student name as listed on passport)

of Colorado Boulder campus: _____

Description of the Employment/ Nature of the Job

Anticipated/Actual Employment Start Date: _____

The employment start date cannot be more than 30 days in the future at the time of the SSN application

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.

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

Employer Identification Number (EIN): _____

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

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)