

ON-CAMPUS EMPLOYMENT For F-1 students

What is on-campus employment?

There are three types of on-campus employment for which you, as an F-1 student, may be eligible.

Type 1 Employment with Towson University

Work performed for the university (including work required by a scholarship, fellowship, or assistantship) is considered on-campus employment.

Type 2 Employment with an on-campus contractor

Work performed on campus grounds or premises for an outside contractor is considered on-campus employment as long as the employer provides direct services to students. For example, work at the campus bookstore or dining services is appropriate because those places provide direct service to students. In contrast, work for Bill Bateman's Restaurant would not qualify as on-campus employment because their services are not directly provided to students only.

Type 3 Employment performed off-campus which qualifies as on-campus employment

Some types of employment performed off campus are defined by the U.S. Immigration Service as "on-campus employment." In order to qualify, there must be an official relationship between the university and the off-campus employer, the work must be associated with the university's curriculum or related to a graduate-level research project, and the employment must be an integral part of your program of study. There are several area hospitals which have a contractual relationship with the university and can be considered "on-campus" employers by the Immigration Service. The other University System of Maryland campuses, however, are not considered "on-campus" employers for students on Towson University I-20's.

Do not engage in this type of employment without first verifying the employer's status with an ISSO advisor. If the employment qualifies, the ISSO will endorse your Form I-20 for employment authorization.

How do I find a job on campus?

There are several places you can look for on-campus employment:

- ⇒ A good place to start is the **Student Employment Opportunities Bulletin Board** on the 2nd Floor (near the Student Activities Office) in the University Union.
- ⇒ TU's **Career Center** in Suite 315 of the 7800 York Road Building (www.towson.edu/careercenter, telephone 410.704.2233) has information about employment opportunities on campus.
- ⇒ You can also **go directly to campus offices** and ask to fill out an application for student employee positions. Some departments, such as the Library, Dining Services, University Union, Events and Conference Services, Post Office, Academic Achievement Center (tutoring jobs), Enrollment Services and Admissions, have a large number of student employee positions.

When can I work on campus?

You are eligible to work on campus at any time as long as you are in legal F-1 status. Being "in legal F-1 status" means that you are enrolled and attending classes full-time (a minimum of 18 contact hours for ELC students, at least 12 credit hours for undergraduate students, and a minimum of 48 weighted units for graduate students -See the ISSO handout "Full-time enrollment for graduate students" for detailed information about this requirement-) and that your academic progress has been satisfactory. (During the semester breaks, you must be registered to study full-time during the next available semester.)

(continued)

While school is in session you may work a maximum of 20 hours per week. Please note that the 20 hours per week maximum applies to any and all employers. The maximum is a strict limit, and not an “average” standard. Students holding jobs in more than one location must be careful to communicate this restriction to their supervisors, and limit their work time accordingly.

During vacation periods (winter break, minimester, spring break and summer vacation) you may work full-time on campus.

Immigration law does not permit you to work on campus once you have completed your degree or academic program, unless you are admitted and registered for another academic program here at Towson University. Also, Immigration law does not allow you to continue working on our campus once your I-20 record has been “released” for F-1 transfer to another school to complete your current academic goal or to begin another.

What do I need to know about Social Security and taxes?

Social Security Number: Once you have received a job offer, you will need to apply for a Social Security number before you can be put on payroll. See the handout entitled [“Social Security Numbers and Individual Taxpayer Identification Numbers”](#) for more information about obtaining a Social Security number.

Tax Concerns: International students must pay several applicable federal, state and local income taxes. Be prepared to complete and file tax forms each year on or before April 15th. You will also need to enter your information into the University’s tax information system, **GLACIER**. (See the handout [“Income and Social Security Taxes.”](#)) If you have had taxes taken out of (“withheld from”) your paychecks, you may be entitled to a refund of some or all of that money. Further, F-1 students generally do not have to pay (are “exempt”) from Social Security (F.I.C.A.) taxes. If you have F.I.C.A. withheld from your paycheck in error, you can file Forms 843 and 8316 with the Internal Revenue Service for a refund. (Look carefully at the “pay stub” attached to your paycheck to read which taxes were withheld.)

How is on-campus work authorized?

There is **no** requirement that regular type 1 or type 2 (above) on-campus employment be authorized by U.S. Citizenship and Immigration Services (USCIS). In order to apply for a Social Security Number, which is required, you must obtain a letter verifying your job from your employer and countersigned by an ISSO advisor. In addition, you must complete both Form I-9 (Employment Eligibility) and Form W-4 (Withholding) prior to beginning employment. Form I-9 is processed at the Office of Human Resources (OHR) on the 1st floor of the Administration Building. OHR hours for I-9 processing are: Monday through Friday from 8:00 a.m.-12:30 p.m. and 2:00 p.m. - 4:00 p.m. To complete the I-9, you will need to show your passport, Form I-20, and Form I-94. You will complete a default W-4 at the same time. Then OHR will notify the Nonresident Alien Tax Office to issue you a password to **GLACIER** tax system. You should complete your record in **GLACIER** within 3 days and submit the required documents to the Nonresident Alien Tax Office. **GLACIER** will determine the applicable withholding rate and tax treaty exemption (if any) for you. You will complete a new For W-4 at the Nonresident Alien Tax Office if there is any change from the default W-4. The Nonresident Alien Tax Office will also need to see your valid passport, I-94 card, Form I-20, and your social security number (or receipt to show that you have recently applied for a number). Always consult with the ISSO for permission to accept any employment in the Type 2 or 3 categories mentioned above.

Am I eligible for Federal Work Study?

When you are looking for jobs on campus, you may see advertisements for “Work Study” or “Federal Work Study.” Although “work study” sounds as if it would apply to anyone who is working while attending school (working and studying), F-1 and J-1 students (as well as J-2 persons) are NOT eligible for federal work study. Federal work study refers to employment opportunities that are partially or entirely funded with U.S. federal funds. Therefore, only U.S. students eligible for federal financial aid are eligible for federal work study jobs. (F-1 and J-1 students are not eligible for federal financial aid.)