

Understanding of International Student Employment Eligibility

Student Name: _____

Phone: _____

Address: _____

Social Security Number: _____

Major: _____

Z Number: _____

Check One: B.S./B.A. M.S./M.A. PhD.

J-1 Visa F-1 Visa

Section 1-For J-1 visa holders: You must request and receive employment authorization in writing from your J-1 program sponsor. The conditions of your employment will be specified in the letter and you must comply with all conditions so specified.

Section 2-For F-1 visa holders: You are eligible to accept employment as follows:

1. You must have a valid I-20 issued by FAU, a valid passport and a valid I-94 card (marked F-1 D/S)
2. You must maintain full-time enrollment (12 credit hours for undergraduates and 9 credit hours for graduates), except,
 - a. You are in your final semester of study
 - b. You have a reduced course load approval from ISSS
 - c. It is the summer semester, unless you begin your program of study during the summer semester
3. You may not exceed 20 hours of employment per week (except during official breaks and holidays, including summer, provided that the student is eligible and intends to register for the following semester).
4. If working in more than one department on campus, total employment hours may not exceed 20 hours per week.
5. You must be in good academic standing (2.0 GPA for undergraduates and 3.0 GPA for graduates)
6. You must comply with all F-1 regulations and maintain valid Immigration status.
7. You must request an extension of program if you are unable to complete your degree by the date specified on your I-20 for your current program of study. Certain procedures must be followed when changing from one degree program to another.

Review the above conditions carefully. Students and Departments should contact the International Student and Scholar Services Office (SU 80-214, 561-297-3049, or jsss@fau.edu) for further clarification. **Students are responsible for maintaining their own legal status and for complying with employment guidelines.**

Section 3-For J-1 and F-1 visa holders: After you have reviewed and complied with the on-campus employment requirements for your visa type, read and complete the following:

I have read the above conditions for on-campus employment at Florida Atlantic University. I certify that I currently meet all of the conditions specified for my visa type. If at any time I am no longer eligible to work on campus, I will cease employment immediately. I understand that I must stop working immediately upon graduation or completion of my program, unless I have been admitted to another degree program at FAU and processed my change in degree objective with a new Certificate of Eligibility (I-20) through International Student & Scholar Services. I understand that I am responsible for monitoring my legal status and on-campus employment eligibility.

Student Signature

Date

ISSS Approval: _____

Director/Advisor Approval

Date