

F-1 On-Campus Employment

Student Information

As an F-1 student with an I-20 from Northern Virginia Community College, you are authorized to work on any campus of NOVA.

- Your employment is limited to a total of 20 hours per week during the fall and spring semesters
- You may work 21 hours per week or more during the summer
- Your employer may be NOVA or a commercial firm which provides direct services to students on campus (i.e. bookstore or cafeteria). Commercial firms which may be working on campus, but are not providing direct services to students (i.e. construction firms) are not able to hire F-1 students
- You may use this type of work permission as long as you maintain F-1 status.
- Students who have completed an associate degree and have OPT may work at NOVA only if the job is directly relate to their degree.

Beginning employment:

To begin employment, you and your supervisor are required to complete a number of forms. One of these forms is the I-9 which requires you to show verification of your identity and eligibility to work.

You must show your supervisor:

1. Your original passport
2. I-94
3. I-20
4. Letter issued by the international student advisor confirming that you are maintaining F-1 status and eligible to work. *To get this letter, your supervisor must provide the information requested on the back of this handout and you need to take it to the international student advisor.*

Note: The letter from the international student advisor is only valid for the current semester. You will need to get a new letter each semester in order to continue to work.

Social Security number:

In order to begin working, you must have a Social Security number. If you have a Social Security card you need to show it to your supervisor at the time you are completing the hiring forms.

If you don't have a Social Security card, you can get one after you have been hired. You will need to take the following documents to a Social Security office to apply:

1. Your passport
2. I-94
3. I-20
4. Letter from your employer to the Social Security Administration
5. Letter from the international student advisor.

The Social Security card will be mail to you in 2-4 weeks. You must take the Social Security card to your employer to complete the hiring process.

Office of International Student Services

7630 Little River Turnpike, Suite 815 • Annandale, VA 22003

Phone: 703-323-3423 • Fax: 703-813-1329

Email: oiss@nvcc.edu • www.nvcc.edu/international

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Information for Employment Supervisor

F-1 students are eligible to work on any geographic campus of the college which issued their I-20. On-campus employment must meet the following guidelines:

1. Total hours of campus employment must not exceed 20 hours per week during the fall and spring semester. Students may work 21 hours per week or more during the summer and are not required to be enrolled in classes.
2. Employment must be by Northern Virginia Community College or a commercial firm which is providing services directly to students (i.e. bookstore or cafeteria). Students are not eligible to work for firms which are not providing direct services (i.e. construction, janitorial, etc)

Hiring process:

In order to complete the I-9 form, F-1 students must show you documents from column A on the form. The required documents are:

- o Valid foreign passport
- o I-94 (small white card)
- o I-20 A-B
- o Letter from the international student advisor verifying the student's F-1 status and eligibility to work

To obtain the letter from the international advisor, provide the information requested below on this form. The student will take this form to the international advisor to request the letter verifying eligibility to work. Standard processing time is 10 working days.

Social Security Number:

NVCC Human Resources requires that a copy of the student's Social Security card be submitted with the I-9. If this student does not have a Social Security number, he or she will need to take a letter from you to the Social Security Administration to apply for the card. The Social Security Administration is very specific about the information which must be in the letter. The letter must be on letterhead and must state that the student has been hired. Simply saying that the student has been offered a position will not be sufficient to get the number. You may say that student has been hired, but may not begin work until he or she provides a copy of the Social Security card.

The letter must include:

- o The proposed employment starting date
- o Description of the job and its duties
- o The number of hours the student will work per week
- o NVCC's Federal ID Number: 54-1268263
- o Name and signature of employer

If you have questions, please contact the Office of International Student Services or an international student advisor on your campus.

Employment Information

Student's Last Name _____ First Name _____

Student's EMPLID _____ Employment start date _____

Office offering employment _____

Job Title _____ Number of hours per week _____

Name of Supervisor _____ Phone _____