

NORTHERN COLORADO

Office of Global Engagement

dependents of J-1 students may apply for work authorization through US Citizenship and Immigration Services (USCIS). Contact ISSS staff for information about employment.

F-2 dependents of F-1 students are not eligible for any employment, on or off campus, at any time while in the United States. This includes informal employment like babysitting or social media work as well as any employment for companies outside the U.S. as long as the J-2 is physically residing in the U.S.

Employment that Can Be Authorized:

F-1 and J-1 On-Campus Employment: F-1 and J-1 students who are maintaining status may work part-time on campus while classes are in session. "Part-time" means not more than 20 hours per week. F-1 students in valid status with an I-20 issued by UNC do not need special authorization to work on campus; however, J-1 students need written authorization from the Responsible Officer of their exchange visitor program. During vacation periods and academic breaks, students may work full-time on campus if they are returning to classes the following term. On campus employment has a particular meaning for international students:

8 CFR 214.2(f)(9)(i)

(i) On-campus employment. On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company building a school building, which do not provide direct student services is not deemed on-campus employment for the purposes of this paragraph (f)(9)(i)....

Therefore an international student may work for Sodexo on campus, as the dining halls and retail locations serve students, however, working for a LLC which hosts summer camps for high school students would not be permissible

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They have maintained F-1 status for two semesters (exceptions for graduate students whose programs require earlier participation for all students),

it is required by their program, and

they are not enrolled in the Intensive English Program

Students should apply for CPT for any off-campus training required for their program, including unpaid activities like student teaching, practicum, and unpaid internships or volunteer work required by the program.

Students who have engaged in full-time curricular practical training for one year are not eligible for optional practical training. *Students in the IEP are not eligible for CPT.*

F-1 Optional Practical Training Before and After the Completion of Studies (OPT):
Optional practical training (OPT) can provide an opportunity to gain work experience in the student's area of study. F-1 students may choose to do OPT either before or after they complete their degree (or a combination of both, for a maximum of one year). Students who complete a STEM degree may be eligible for an additional two year STEM OPT extension.

Students may be eligible to apply for optional practical training before or after completion of studies if:

the training is related to the student's major area of study, and

after they have maintained full-time student status for two consecutive semesters (in a status that allows full time study, even if it wasn't all in the F-1 category).

Students enrolled in or completing the Intensive English Program are not eligible for OPT.

F-1 and J-1 Employment Based on Unforeseen Economic Hardship: If, after one year of full time enrollment in their current program, a student experiences severe and unforeseen economic circumstances based on events beyond their control, they may be able to apply to US Citizenship and Immigration Services (F-1) or OGE (J-

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has a previously existing bank account in the U.S. they also need to open one after arrival for direct deposit.

Employment processes are similar for international students as anyone else, as we can't discriminate employment processes based on national origin.

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- a. J-1s also pick up their campus employment authorization letter (which must be included with I-9 paperwork)
4. Student picks up letter from OGE office in Wilson Hall, and takes it, along with all of their immigration documents (passport, visa, I-20 or DS-2019, I-94) to the Social Security office in Greeley to

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template, or use something like an [indeed](#) template. The simplest version is actually similar to what the Office of Global Engagement uses for the immigration portion (and actually helps OGE with information with the letter required for SSA). Please feel free to adapt as you see fit.

Any letter should be on letterhead and have a pen and ink signature, and blue or black ink is recommended.

Date

Social Security Administration
5400 W 11th St suite A
Greeley, CO 80634

To Whom It May Concern,

This is to certify that NAME, has been offered, or is already working in, the following on campus employment at the University of Northern Colorado.

Department:
Job title:
Nature of employment:
Dates of employment:
Hours per week:
Supervisor:
Supervisor's telephone:

Thank you for your assistance,

signature
Name, Title

"Nature of employment" is literally what kinds of activities the student will be doing (can be general and does not need to be comprehensive of all job duties). Hours per week can be an estimate or a maximum, if there's not a set number. Note that to start employment on campus, students need the acknowledgement letter from SSA indicating that they've submitted the application to SSA. That will be included in the instructions the student gets from our team, but it never hurts to reinforce the message.

Office of Global Engagement ISSS Team

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