

ON CAMPUS EMPLOYMENT INTERNATIONAL STUDENTS

International students are permitted to work on campus at the university that issued I-20 while enrolled in a full course of study. The student is responsible to maintain employment eligibility and to make sure all hiring documents are in order. Consult with ISSP or the Payroll office for any questions pertaining to the hiring

On-campus Employment

F-1 students are eligible to work on campus while attending Fresno State and can work full-time during the winter and summer breaks. The on campus work does not need to be related to your field of study. International students must maintain F-1 status in order to be eligible for on-campus employment. International students are NOT allowed to work on campus during the first semester, unless you are a transfer student from a U.S. institution or if you are a graduate student.

Definition of On-Campus Employment

On campus employment includes work done as a teaching or research assistant, as well as jobs in the university Kennel Bookstore, library, Save Mart Center, University Courtyard, Catering Services, Foundation, Auxiliary Services and administrative and department offices. On-campus employment must be performed on Fresno State's premise, including on-location commercial firms which provide services for students on campus. Some of these organizations are listed above but are not limited to the list.

Requirements for On-Campus Employment

- ✓ You must be enrolled in a full course of study during each semester
- ✓ You must renew your work permit with ISSP prior to expiration. Each semester ISSP must verify that you are eligible to work
- ✓ You may not work more than 20-hours per week. You are allowed to work full-time on-campus during vacation breaks.

Expiration of On-campus Employment Eligibility

- When you graduate, your on-campus employment ends the last day of the semester you graduate. It is your responsibility to notify your employer.
- If you violate your F-1 status, on campus employment ends.
- If you are academically disqualified or on probation, you will not be able to work on-campus.
- If you transfer to another university, your on-campus employment ends.

Where to search for Campus jobs

Career Services has a list of contact information for departments that regularly hire student employees. There is no guarantee of a job but a great place to start your search for on-campus

employment. The Career Services website is <http://www.fresnostate.edu/studentaffairs/careers/students/jobs/jobs.html>

Directions and Next Steps after Obtaining a Job offer

Please confirm with the department that hired you which set of directions you should follow.

<i>State Student Hire</i>	<i>Auxiliary/Foundation Student Hire</i>
<p><input type="checkbox"/> Obtain a job offer letter from the department offering you a job that includes the start and end date of your employment. If you have been hired as a teaching, or research assistant than your Fresno State job contract is sufficient.</p>	<p><input type="checkbox"/> Obtain a job offer from the department offering you a job that includes the start date of your employment.</p>
<p><input type="checkbox"/> Check your e-mail. You will receive an e-mail from payroll once the department has officially hired you in the PS system. You will receive an e-mail with important additional steps, so make sure you complete the requested steps from payroll. Graduate students hired as a Graduate assistant, teaching, or lab assistant should consult with Faculty Affairs.</p>	<p><input type="checkbox"/> Complete a work permit at the ISSP office. The work permit is approved by the Student Immigration Specialist that verifies you are in F-1 compliance. Your work permit cannot be processed until you have enrolled in your courses (must meet minimum enrollment requirements) for the semester you plan to work.</p>
<p><input type="checkbox"/> Complete a work permit at the ISSP office. The work permit is approved by the Student Immigration Specialist that verifies you are in compliance with F-1 rules. Your work permit cannot be processed until you have enrolled in your courses for the semester you plan to work.</p>	<p><input type="checkbox"/> Determine if you need a Social Security number. Please review the instruction sheet on "How to Obtain a Social Security Card and Number." The form is located in the ISSP office and available on Blackboard.</p>
<p><input type="checkbox"/> Determine if you need a Social Security number. Please review the instruction sheet on "How to Obtain a Social Security Card and Number." The form is located in the ISSP office and available on Blackboard.</p>	<p><input type="checkbox"/> Go to the Auxiliary Human Resource office located at: 2771 E. Shaw Ave., Fresno, CA 93710 to complete additional paper work.</p>
<p><input type="checkbox"/> Go to the Payroll office located in Joyal Administration Building room 211 and provide all required hiring documents including work permit.</p>	<p><input type="checkbox"/> Renew your work permit each semester you work on campus.</p>
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For questions regarding on-campus employment, please contact California State University, Fresno's

International Student Services: intlstudentservices@csufresno.edu

FRESNO STATE

International Student Services
and Programs