



International Student Services

Center for Global Engagement
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ON-CAMPUS EMPLOYMENT FOR INTL STUDENTS Information for Students and Supervisors

Intl students are eligible to work while enrolled full-time. The following criteria must be met:

- Enrolled full time
- Work only on campus (may also work for Sodexo-the dining provider)
- Work no more than 20 hrs per week during academic term, may work more during vacation breaks (this includes graduate assistantships)
- May work in any capacity (does not have to be related to program of study)
- Employment must be approved by an int'l student advisor/Designated School Official (DSO) at university (staff at GEO or CGE)
- Initial entry students (freshmen or incoming transfers) cannot begin work more than 30 days before classes start

Intl students who work on campus are responsible for the following:

- Maintaining visa status at all times
- Getting DSO signature on Student Work Authorization form
- Correctly completing required W-4 and I-9 forms with work supervisor
- Applying for and obtaining a Social Security number
- Completing the University System of NH Foreign National Information Form and returning to Jane Barry at CGE or HR office

Supervisors who employ international students are responsible for the following:

- Ensuring student has completed W-4, and applied for Social Security number
- Complete the I-9 form (refer to I-9 sample, as well as refer to the USCIS Handbook for Employers: Guidance for Completing Form I-9 www.uscis.gov/sites/default/files/files/form/m-274.pdf)

NOTE:

- Graduate Assistantships are considered employment and must follow the 20 hr/week rule.
- Volunteering is considered employment and may only occur on-campus.