



## On Campus Employment Information

The Department of Homeland Security's Bureau of U.S. Citizenship and Immigration Services (USCIS) closely regulates on and off-campus employment for F-1 students.

F-1 students are allowed under U.S. federal law to work in on-campus positions while enrolled at SUNY Poly.

“On-campus employment” refers to SUNY Poly campus employment only, including Student Assistant Positions, Graduate Assistant positions, and positions with Aramark, unless authorized under special conditions for employment with other institutions.

### Keep in mind:

- **You must maintain your F-1 status by being enrolled full time** during all required semesters (spring and fall).
- **You can work up to 20 hours a week while classes are in session** (spring and fall semesters).
  - You may not work more than 20 hours per week when classes are in session.
  - *If you hold more than (1) position on campus, you may not work more than 20 hours per week TOTAL for all positions.*
- **You may work more than 20 hours over scheduled breaks** (eg: winter or summer breaks).
- **You can only work within your program start and end date.**
- **You cannot work on campus past the end date on your I-20.**
- *Be mindful, your Form I-20 program end date will be shortened to reflect the last day of classes in the semester you will graduate.*
- **You will require a Social Security Number (SSN) in order to be paid for your employment.**
  - To request a letter from SUNY Poly to support your application to the Social Security Administration for a Social Security Number, submit the following request form:
    - [Social Security Administration Letter Request Form](#)
  - Visit [www.ssa.gov](http://www.ssa.gov) for detailed information and instructions about obtaining a Social Security Number
  - You may begin employment before obtaining your SSN, but you cannot be paid until you submit this information to Suny Poly as required.
- **Don't Forget: Any income you earn must be reported annually to the Internal Revenue Service by filing annual income taxes!**
  - The ISS Office will email all students at the start of each calendar year with information about tax filing.