



The University of Mississippi

International F-1 Students and On-Campus Employment

Fall 2012 Orientation



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Questions about your employment eligibility as an F-1 student?

Information is always available at:

- **In your orientation handbook**
- **Online:**
<http://www.international.olemiss.edu/studentemploymentcurrent.html>
- **At the Office of International Programs (OIP):**
331 Martindale Hall
 - **Hand-Outs**
 - **International Student Advisor**



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- Immigration rules allow F-1 students to work on campus up to 20 hours per week while school is in session.



- **During official school breaks that last a full week, work may exceed the 20 hour per week limit.**
 - **Example: Christmas break**



- **During the summer, work may exceed 20 hours if the student is not enrolled in summer classes, but is expected to resume enrollment in the fall**



What is on-campus employment?

3 Types of on-campus employment

1. Work that is performed on the campus listed on your I-20 and for which you are paid by the university
 - Work that is required for an assistantship
 - Student worker hourly wage jobs



What is on-campus employment?

2. **Work performed for on-location commercial firms which provide services for students on campus**
 - **Food services (Aramark)**



What is on-campus employment?

3. Work performed at an off-campus location which is educationally affiliated with the school. The educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level. The employment must be an integral part of the student's educational program.

*******Speak to the International Student Advisor before accepting this type of employment!!!!*******



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Where do I find a job?

- **Current student job opportunities are listed at <http://www.olemiss.edu/depts/hr/students.html>**
- **You may also contact departments directly (such as the library, your academic department, the Turner Center, student housing, etc.)**



Can I work for more than one department?

- **Yes, as long as your combined hours do not exceed the 20 hour per week limit**



How are hours counted?

- **Hours are counted from Sunday to Saturday in each week. You are responsible for ensuring that you do not exceed the 20 hour per week limit.**
- **Student workers/ supervisors record time worked on a daily basis. The records are collected and entered into the payroll system approximately every two weeks.**



What do I need in order to work on campus?

- F-1 students need a valid I-20
- Complete paperwork in the Student Employment office related to work eligibility and taxes





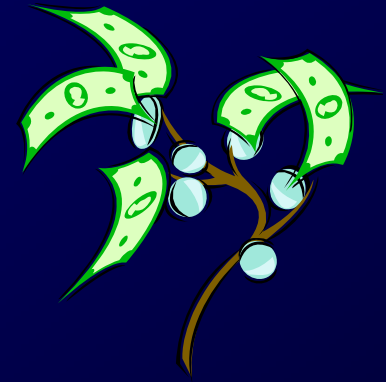
How will I be paid?

- **All payments are made using Direct Deposit to your bank account.**



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When will I be paid?



- **Payments are issued by the university on the 15th and the last day of each month**
- **Students may begin work before obtaining a Social Security number, but must have the Social Security number before the first paycheck will be issued.**



What about taxes?

- The Student Employment office will assist you in completing forms to determine whether taxes must be withheld from your paycheck.
- The applicability of taxes depends on visa type, length of stay in the U.S. and country of citizenship.
- Federal income tax forms must be filed yearly by all F students. They are due April 15th each year. Information will come out in the OIP newsletter during the tax filing period.



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EMPLOYMENT

F-1 Review

- Work is limited to 20 hours per week while school is in session.
- Work required for an assistantship counts toward the 20 hour limit
- Work hours **may not be averaged** to equal 20 hours per week. Example- it is not ok to work 30 hours one week and 10 the next.
- Work must be on campus.
- During official school breaks, work may exceed the 20 hour per week limit.
- Social Security Number will need to be obtained before receiving a paycheck.



Future Work Options

- **F-1 degree seeking students will have other work options (CPT and OPT) after having been enrolled for one academic year.**
- **Read the OIP newsletter. Sessions to explain Curricular Practical Training (CPT) and Optional Practical Training (OPT) are offered throughout the year.**



Questions?



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