



U.S. Immigration and Customs Enforcement

U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program

SEVP Policy Guidance 1310-05: F-1 On-campus Employment

Issue Date: [Click here to enter a date.](#)

Effective Date: [Click here to enter a date.](#)

Supersedes: Current “On-Campus – Basic Guidelines for Designated School Officials (DSOs)” and “On Campus – Approval Process”

Status: Draft

Purpose/Background: This document gives the Student and Exchange Visitor Program’s (SEVP) interpretation of the on-campus employment regulation for F-1 students¹ (*8 CFR 214.2(f)(9)(i)*) to guide SEVP adjudicators.

An F-1 student participating in on-campus employment must comply with *8 CFR 214.2(f)(9)(i)* and should comply with its interpretation in this guidance to maintain nonimmigrant status. Where more restrictive, the student should comply with school policies.

Attachments: [SEVP Fact Sheet 1310-05A: F-1 On-Campus Employment Processes](#)

Definitions:

- 1. Direct student services:** An employer that provides services predominantly for students (e.g., a bookstore, cafeteria, or administrative services) and where students are the principal customers of the business enterprise.
- 2. Educationally affiliated:** An integral part of the student’s [educational program](#) in one or more of the following respects:
 - Is associated with the school’s established curriculum
 - Relates to contractually funded research projects at the post-graduate level
 - Is part of a financial aid package (i.e., employment-based financial assistance),

¹ This guidance pertains only to adult, postsecondary F-1 students. All use of the term “student(s)” refers to adult, postsecondary F-1 student(s). F-2 dependents are prohibited from employment (*8 CFR 214.2(f)(15)(i)*). Future guidance will address employment for secondary and minor, postsecondary F-1 students.

scholarship, fellowship or assistantship (e.g., a research or teaching assistant)²

3. **Educational program:** A student's course of study and all related educational activities.
4. **On-campus employment:** Employment performed at either of the following:
 - An on-campus location (i.e., on the school's premises) in a role which is either [educationally affiliated](#) or performs [direct student services](#).
 - An off-campus location that is [educationally affiliated](#) with the school.
5. **Reasonable commuting distance:** Within 75 miles³

Policy:

1. **Employer.** On-campus employment must be with one of the following:
 - The school
 - An on-campus employer that provides [direct student services](#)
 - An on-campus or off-campus employer that is [educationally affiliated](#) with the school
2. **Location.** On-campus employment must be either on the school's premises or at an [educationally affiliated](#) off-campus location within [reasonable commuting distance](#).
- 2.1. **On-campus employment at a different campus.** A student may perform on-campus employment at a different campus of the school than the one at which the student normally attends classes, if meeting all of the following criteria:
 - The position otherwise qualifies as on-campus employment.
 - The campus is within [reasonable commuting distance](#).
 - Both campuses are on the same submission for SEVP-certification in the Student and Exchange Visitor Information System (SEVIS) and Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."
 - Oversight of the student is performed by either a school employee or the student's employer at the campus where the student is employed, and who is accountable to report questions or concerns about the student's status to a designated school official

² Employment as part of a scholarship, fellowship or assistantship may also occur under certain circumstances as part of curricular practical training (CPT).

³ This distance is considered an acceptable limit for a student commuting between school and employment. Any distance greater than 75 miles would be considered a "red flag" for adjudicators and a DSO should be prepared to explain the rationale for approval.

(DSO) at the instructional site⁴ that maintains the student's SEVIS record and has issued the Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

2.2. On-campus employment and concurrent enrollment. A student maintaining a full course of study through concurrent enrollment may perform on-campus employment only at the school where a DSO has control of the student's SEVIS record and has issued the Form I-20.

3. Hours. If a student violates regulatory limitations on the number of hours of weekly employment, a DSO must terminate⁵ the student's SEVIS record. The limitation for an F-1 student enrolled in a full course of study who has on-campus employment authorization is as follows:

- Part-time: No more than 20 hours allowed a week while school is in session.
- Full-time: More than 20 hours per week allowed when school is not in session (i.e., school holidays, breaks or vacation).
- DHS may waive the 20 hour limitation on employment for a student enrolled in a full course of study during a required session due to emergent circumstances.⁶

4. Duration:

4.1. Start. A student may begin on-campus employment after meeting the following conditions:

- No more than 30 days before the start of classes (upon initial entry).
- Only after notifying the DSO and (as needed) receiving a letter from the DSO to obtain a Social Security number.⁷

4.2. Continuation. Eligibility for on-campus employment continues throughout the program of study until the program end date, as described in [section 4.3](#), as long as the student maintains status.

4.3. End. A student's on-campus employment eligibility ends as follows:

- When a student fails to maintain status⁸
- When a student transfers from one school to another ([section 4.5](#))
- At the student's program end date, as reflected in SEVIS. On-campus employment

⁴ I.e., campus.

⁵ Using the SEVIS Termination reason of "Unauthorized Employment"

⁶ For more information, see SEVP Policy Guidance 1308-07: F-1 Emergent Circumstances.

⁷ For more information, see SEVP Policy Guidance 1311-02: F-1 and M-1 General Employment.

⁸ A DSO must terminate the SEVIS record of a student who fails to maintain status.

does not extend into the 60-day grace period before the student departs the United States, except in specific circumstances ([section 4.4](#)).

- 4.4. On-campus employment and a new program of study at the same school.** As an exception to [section 4.3](#), a student may continue on-campus employment beyond the program end date, if all of the following conditions are satisfied:
- As indicated in SEVIS, the student intends to change educational levels or begin a new program of study.
 - The student’s new program of study will be at the same school as the student’s preceding program of study.
 - The student’s new program of study will begin at the next required session or within five months of the current program end date, whichever occurs first.⁹
- 4.5. On-campus employment and transferring to a new school.** As an exception to [section 4.3](#), while the transfer process is pending, a student may continue on-campus employment while enrolled at the transfer-out school until the transfer release date in SEVIS.
- 4.6. On-campus employment and a pending application for change of status.** As an exception to [section 4.3](#), a student may continue on-campus employment with a pending [Form I-539, “Application to Extend/Change Nonimmigrant Status”](#) from F-1 status to another nonimmigrant status until one of the following occurs:
- Adjudication of the Form I-539¹⁰
 - The student’s program end date
- 5. Obtaining and keeping on-campus employment authorization.**¹¹
- 5.1. Eligibility.** A student¹² is eligible to engage in on-campus employment as follows:
- A student must receive DSO authorization before beginning on-campus employment. Before authorizing on-campus employment, the DSO must confirm the following:
 - The student is currently maintaining status and is in good academic standing.
 - The student is not a part-time border commuter student.¹³

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

¹⁰ As indicated by a termination of student status in SEVIS due to approval or denial of the change of status request.

¹¹ See the attached [SEVP Fact Sheet 1310-05A: F-1 On-Campus Employment Processes](#) for information on related processes.

¹² Including a student enrolled in an English language training program of study.

¹³ 8 CFR 214.2(f)(18)(iv)

- The student is enrolled in a full course of study or on authorized reduced course load.¹⁴
- The employment meets the proper criteria for on-campus employment, as described in *8 CFR 214.2(f)(9)(i)* and this guidance.
- Unlike off-campus employment, a student does not have to be in F-1 status for one full academic year¹⁵ before starting on-campus employment.
- Unlike practical training, a student does not have to be enrolled full-time at a SEVP-certified school for one full academic year before starting on-campus employment.

5.2. Determination of financial qualification for enrollment. When assessing the financial resources a student is required to establish prior to admission qualifying that student for nonimmigrant student status, a DSO may consider a student's on-campus employment as part of the financial aid the student is receiving.

- On-campus employment as stated in the terms of a scholarship, fellowship, or assistantship is part of the academic program of a student otherwise taking a full course of study;¹⁶ and may be credited toward up to half of the full course of study requirement.
- In the circumstance where a student's on-campus employment is considered part of a financial aid package or as a term of receiving a scholarship, fellowship, or assistantship (i.e., the employment is not integral to the student's program of study), the employment would not be considered CPT.
- The aggregate-hours limitation while school is in session applies.

6. Related issues.

6.1. General employment issues. See SEVP Policy Guidance 1311-02: F-1 and M-1 General Employment for more information on the following issues:

- Reinstatement
- Obtaining a Social Security number
- Combination with other forms of employment
- Study abroad, travel, student absences and vacation

6.2. Recordkeeping and reporting issues. See SEVP Policy Guidance 1403-07:

¹⁴ *8 CFR 214.2(f)(6)*

¹⁵ For more information, see SEVP Policy Guidance 1408-01: Academic Year.

¹⁶ *8 CFR 214.2(f)(6)(i)(H)*

Recordkeeping and Reporting of F-1 and M-1 Student Information for more information on the following issues:

- Student recordkeeping, employment information
- Student recordkeeping, employment tracking
- Student reporting, all employment
- SEVP enforcement of student recordkeeping and reporting related to employment
- School oversight of F-1 students during employment
- DSO recordkeeping and reporting, all employment
- Means and methods of student and employer reporting
- School processes and procedures while the student is employed
- Employer reporting

References:

8 CFR 214.2(f)(6)(i)(H)

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

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

8 CFR 214.2(f)(15)(i)

8 CFR 214.2(f)(18)(i)

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Purpose/Background: This fact sheet supplements the Student and Exchange Visitor Program’s (SEVP) Policy Guidance 1310-05: F-1 On-campus Employment and provides information explaining the processes related to obtaining and keeping on-campus employment authorization for F-1 students.¹⁷ A DSO authorizing on-campus employment should review this fact sheet.

Definitions: See [SEVP Policy Guidance 1310-05: F-1 On-campus Employment](#)

Procedures/Requirements:

1. Prospective student requesting on-campus employment as a component of a financial assistance package.

1. If supported by the school, the DSO should authorize employment on the student’s Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status”, Page 2—*Financial Information* screen in the Student and Exchange Visitor Information System (SEVIS) as follows:

- Field 23, *Funding*, enter the projected income from the employment.
- Field 24, *Remarks*, provide a brief comment explaining the nature and conditions of the on-campus employment

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2. The DSO will issue the student an updated and signed¹⁸ Form I-20, reflecting the authorization.

2. On-campus employment processes related to special student relief for emergent circumstances. See SEVP Policy Guidance 1308-07: F-1 Emergent Circumstances.

References:

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

8 CFR 214.2(f)(15)(i)

User Manual for School Users of the Student and Exchange Visitor Information System (SEVIS): Form I-20, Version: 6.21, Section 15.3 Financial Information (pg. 106)

¹⁸ Page 1, School Attestation – DSO signature, Student Attestation – student signature. The only other signature block on the form relates to authorization for temporary absence. Page 1 presents the date of the document; page 2 presents the recommendation, but the signature on page 2 does not relate to the employment recommendation.