

F-1 Student “On Campus” Employment Information

As an F-1 student you can work on-campus if you have a current I-20 authorizing you to study at the University of Houston under the following conditions:

- (1) Attend ISSSO Check-In and maintain your F-1 status.
- (2) Be enrolled in a full course of study.
- (3) Only engage in part-time employment, (20 hours per week or less, on the premises of campus).
- (4) Never work during your “grace period,” or time after completion of degree requirements.

A student may be employed by the school or by a commercial firm that operates on the campus to provide direct services to the student body (i.e. Chartwells).

In addition, F-1 students should comply with the following requirements for on-campus employment:

1. You are eligible for work on-campus once you have checked in with International Student and Scholar Services Office (you do not need work authorization for on-campus employment).
 - a. Transfer students must attend International Student and Scholar Services Office Check-In and receive a UH I-20.
2. You can work up to 20 hours per week during the Fall and Spring semesters. During Winter and Summer breaks, however, you can work more hours, if you can prove that you are enrolled for the following semester.
3. You may only work on UH Main Campus property. A list of on-campus employers will be provided on a separate sheet. Exceptions may apply if your course curriculum or post-graduate work requires you to work off-campus.
4. If contracted through another company, i.e. Chartwells and Aramark, you must prove that you are providing services to students on campus. You may only work on UH Main campus property.
5. You must apply for a Social Security Card to begin working after receiving your job offer, unless you already have a SSN.
6. The process for applying for a Social Security number will be provided on a separate sheet from ISSSO
7. Always talk to a Designated School Official (DSO) at ISSSO if you are unsure if a job qualifies as on campus, if your course curriculum or post-graduate work requires that you work off campus, or have any further questions related to on campus employment.

On Campus Employers Information

To seek on campus employment:

- a. Go to Cougar Pathways (<http://www.uh.edu/cougarpathway/>)
 - b. Narrow search by adding “on campus”
 - c. Apply for jobs that fit your job experience or interest
- or
- d. Visit the University Career Services offices located on the first floor in the Student Services Center I Building (#524 on the UH campus map). They can be reached by phone at 713-743-5100.
- The following is not an exhaustive list of on campus employers. This is to help guide you towards jobs that international students have worked at in the past.
 - For more information on campus employers, please use this link:
<http://www.uh.edu/about/offices/>
 - Contact information for potential employers is also found on the link provided.
1. Admissions
 2. Athletics
 3. Aramark
 4. Bookstore
 5. Campus Recreation Center
 6. Center for Academic Support and Assessment (CASA)
 7. Center for Diversity and Inclusion
 8. Center for Student Involvement
 9. Chartwells (Campus Dining)
 10. Departments on Campus
 11. Educational Innovation Technology
 12. Financial Aid Office
 13. Game Room
 14. International Admissions
 15. Library
 16. Residential Life and Housing (some restrictions may apply)
 17. Student Services
 18. University Career Services
 19. Delaware North

Steps to Obtaining a Social Security Card

- Before you can apply for a Social Security card, you need to get a part-time on campus job.
 - After you get a part-time on campus job, the UH department you will be working in, will need to provide a letter on department letterhead stating you are working in that department. Please look at the link provided: <https://www.uh.edu/oisss/information-for-departments/>.
1. Next, bring the department letter to the International Student and Scholar Services in room 203N, Student Center North and ask for a Social Security letter.
 - a. Make sure to bring a picture ID card.
 2. The ISSS will process your letter request within five business days and email you when it is ready for you to pick up.
 3. Take both of your letters, your passport, I-94, I-20, Visa, and SS-5 to any Social Security office to apply for a Social Security card.
 - a. You will receive a receipt with your ss on it at the Social Security office. You can work immediately after receiving this receipt.
 - b. The nearest Social Security office to UH is located at:
8989 Lakes at 610 Drive, Houston, TX 77054
9:00 am to 4:00 pm Monday, Tuesday, Thursday, Friday and 9:00 am to 12:00 pm Wednesday. The office can be reached at 800-772-1213.

Note: The Social Security office is closed Saturday and Sunday, as well as, federal holidays.

Frequently Asked Questions

- 1. When can I start working on-campus?**
You are eligible to start on-campus employment once you complete Check- In with the International Student and Scholar Services.
- 2. How many hours can I work a week on-campus?**
You can work up to 20 hours per week while school is in session. You can work more than 20 hours during Winter and Summer breaks.
- 3. Do I need a work authorization to work on campus?**
No, you do not need a work authorization to work on campus. As an F1 student you are eligible for this benefit if you are maintaining your student status and enrolled full time.
- 4. Can I participate in Curricular Practical Training (CPT) and On-Campus Employment at the same time?**
Answers may vary. Please speak with an advisor about your specific options.
- 5. Can I work on campus after my program end date?**
No. Your on-campus employment expires when you complete all degree requirements. If you transfer to another university your on-campus employment ends when you SEVIS record is released.
- 6. Where can I find an on-campus job?**
Go Cougar Pathways and filter your search for on-campus jobs. You can also visit and inquire with various UH departments on the main campus. F1 students are not eligible for federal work-study jobs.
- 7. I have a job offer. Do I need a Social Security Number (SSN)?**
Yes, you will need to apply for a SSN within 30 days of hire. If you have an SSN from a previous on-campus employer, you do **NOT** need a new one.
- 8. Can I apply for a Social Security Number (SSN) without a job?**
No. The International Student and Scholar Services office only provides letters of support for SSN to students who are employed on campus.
- 9. Can I work at another UH campus for on campus employment?**
No, you may only work on UH Main Campus.
- 10. I am in my final semester and authorized for a reduced course load. Can I still work on campus?**
Yes. You are permitted to work if you have an approved Reduced Course Load form on file with ISSS. You may only work part- time or 20 hours per week.

REMEMBER:

Working without proper authorization is a serious violation of F-1 student status and may result in termination of the SEVIS record **AND** automatic termination of on-campus employment. Please consult with an ISSS advisor if you have any concerns.