



## On-Campus Employment for F-1 Students

Students in F-1 status are severely restricted in terms of the types of employment they may accept. As long as you are maintaining legal F-1 status, you are allowed to work on campus for Goucher College.

### **How do I find on-campus employment?**

Access Goucher Recruit through the website for the Career Education Office (CEO) and/or attend the On-Campus Job Fair at the beginning of each fall semester. Contact the Assistant Director of Career Development for Student Employment in the CEO or visit the CEO web page for other resources and job postings.

### **How many hours per week am I able to work?**

You are allowed to work 20 hours per week or less while school is in session. During winter, spring and summer breaks you are allowed to work up to 29 hours per week on campus.

### **Do I need a Social Security Number?**

Once you have received a job offer, you must apply for a Social Security Number. Please see the handout, Obtaining a Social Security Number.

### **What other paperwork do I need to complete?**

You will need to contact the Payroll Office within Human Resources to complete the necessary employment forms. You will need to complete a record in Glacier, the software program the College uses to determine the tax obligations for all foreign nationals.

### **Do I need to file a tax return?**

The College will deduct applicable taxes from your paychecks. Then by April 15 of the year following your employment, you will need to file a federal and state tax return. This process involves a comparison of your anticipated tax obligation to your actual tax obligation. You may be eligible for a refund of some or all of the money deducted. A Tax Workshop for F-1 Students is offered each spring.

### **Am I eligible for Federal Work Study?**

No. Federal Work Study employment is a form of federal financial aid funded by the US government. Students in F-1 status are not eligible for federal financial aid.

### **Can I work on campus after I complete my program, but before the next semester begins?**

No. Generally, you may not continue working on campus upon completion of your program of study. You may, however, work at Goucher if you are admitted and intend to enroll in a graduate program at Goucher, or if you find a professional position on campus that qualifies for OPT employment.

### **Can I work on Goucher's campus if I am transferring to another school?**

You may work at Goucher as long as Goucher is maintaining your SEVIS record. In other words, you must request that the Associate Director for International Students releases and transfers your SEVIS record to your new school only after your on-campus employment is complete.