

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 Handshake through the website for the [Career Education Office](#) (CEO) to review open jobs and contact the Assistant Director of Career Development for Student Employment in the CEO for further assistance.

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?

Contact the Office of Global Education to initiate a record in Glacier, the software program the College uses to determine the tax obligations for all foreign nationals. Upon completion of your Glacier record, you will collect (generally your passport, visa, and I-20) and/or print ([I-94 printout](#), W-4) the necessary forms to Human Resources to complete the clearance process and be added to payroll. See the handout, [Completing Your Glacier Record](#) for additional instructions.

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 compare your anticipated tax obligation to your actual tax obligation by filing a federal and state tax return. 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. Exceptions include:

- You are admitted and intend to enroll in a graduate program at Goucher,
- You are admitted to a graduate program and work with the Office of Global Education to transfer your SEVIS record after your employment is complete, but no later than the new school's start date, or
- You find a professional position on campus that qualifies for OPT employment.