

On-Campus Employment for All International Students

The following are brief notes regarding on-campus employment. For full information, please speak with a staff member of the International Student Office.

F-1 Students: F-1 students may work on-campus without special work authorization as long they are enrolled for a full course load, their SEVIS record is active, and their I-20 is valid.

J-1 Students: A student in J-1 status must also be enrolled for a full course load, have an active SEVIS record, and have a valid DS-2019. However, they **MUST** obtain work permission from the ISO or exchange visitor sponsor for a specific job prior to beginning any on-campus employment. (J-1 on-campus work authorization may only be granted for 12 months at a time).

F-1 and J-1 students are permitted by immigration regulations to work **no more than 20 hours a week** during the fall and spring semesters, but may work up to 40 hours during academic breaks and the summer semester. To exceed working 20 hours in any given week is a serious violation of your immigration status! **Please note that the 20 hours a week granted is considered a benefit, rather than a right, and Gannon University policy limits all students to 10 hours a week or less in order to allow students adequate time for study and rest.**

On the advice of legal counsel, on-campus employment at Gannon University is considered to be:

- Any employer that issues a paycheck through the Gannon University payroll system
- Gannon Bookstore
- Metz & Associates, Ltd. (dining hall & food service)

If you have questions about whether an employer is considered an on-campus employer, please consult with a staff member of the ISO.

HOW TO FIND ON-CAMPUS EMPLOYMENT

For the most part, there are two student employment programs available at Gannon University in which international students may participate.

1. Work-Study Program administered through the Financial Aid Office*
2. Special Projects Program administered through various departments and offices

**Please note that Gannon University policy prohibits any international student with funding from his/her home government or the U.S. government to participate in the University-wide Work-Study Program.*

Here is the procedure for qualifying for on-campus employment, finding a job, and accepting a position:

1. International students must first be entered into the SEVIS system by an ISO staff member. Within one day of arriving on campus or at international student orientation, please bring the following immigration documents to the International Student Office:
 - Passport with visa stamp;
 - I-94 card with entry stamp;
 - I-20 or DS-2019 with entry stamp.
2. Register for classes and complete enrollment with the Registrar's Office.
3. Obtain a Network ID and temporary password from the ISO. With this information, you can log on to GUportal at my.gannon.edu. Inside the portal, click on the GUxpress tab at the top of the screen.

4. Apply online for student employment authorization. The instructions and application can be found on the Financial Aid webpage at: www.gannon.edu/financial-aid, click on 'Work Study Information'.

5. Directly apply for an on-campus job with the employer/department, keeping in mind that an on-campus job is not guaranteed. Students must pursue employment independently and compete with fellow applicants from all over campus.
6. If hired, an international student must then pick up a "Social Security/I-9 Packet" from the ISO. This packet includes the "On-Campus Employer Letter." The departmental supervisor should complete and sign both the "On-Campus Employer Letter" and the "Student Employment Authorization Form." You may request that a representative from Human Resources or a member of the ISO staff work with you to complete the I-9 according to the directions provided in your packet. The I-9 must be submitted within 3 days of your employment start date to Gannon University's Human Resources.
7. Return to the ISO with the completed "On-Campus Employer Letter" and the Student Employment Authorization Form." The ISO will then provide a second letter verifying that you are in good standing as a student, maintaining immigration status, enrolled in a full-time course load, and authorized to work on-campus.
9. **Apply for a Social Security Number (SSN)** You will have the opportunity to apply for a Social Security Number here on campus when a staff member of the Social Security Administration (SSA) visits in the first weeks following the start of class each semester. If you are not able to participate in these sessions, please see the ISO for directions on how to apply at a local SSA office. You will need all of your immigration documents, a completed SSN application, the "On-Campus Employer Letter" and the second ISO letter verifying enrollment and immigration status in order to apply for a Social Security Number.

If you participate in an on-campus SSN application session, the ISO will forward all of your documents, including an SSN application receipt, to the Human Resources department. If you apply on your own at the SSA office, you will need to submit your documents and the SSN application receipt directly to the Human Resources department.

10. Go to work!!!

To learn how an international student must complete a Form W-4, [click here](#).

HOW TO GET A PAYCHECK

Record your hours worked for on-campus employment using GUXpress Web-Time Entry. Once you begin working, you will be responsible for recording your hours in GUXpress, and obtaining a validation from your employer. [Click here for instructions on time-entry procedures](#). Your paycheck will be available at the Waldron Information Desk approximately one week after the end of a pay period.

Remember, you must have completed an I-9, filed a W-4, and submitted your Social Security receipt/number to the Human Resources department in order to get paid for your work!
