

International Students & Scholars Office
37 LOWER COLLEGE ROAD, KINGSTON, RI 02881
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E-Mail ISSOFF@ETAL.URI.EDU

PERMISSION FOR ON-CAMPUS EMPLOYMENT

The following student is authorized to apply for on-campus employment and work 20 hours while school is in session.

1. Last Name: _____ First Name: _____
2. Social Security Number: _____
3. Date of Birth: _____ Male Female
4. Student's Major Field of Study: _____
5. Local Address: _____
City: _____ State: _____ Zip Code: _____
6. E-Mail: _____ Alternate E-Mail: _____
7. Home Phone Number: _____ Work Phone Number: _____
8. Place of Employment: _____

FOR OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS USE ONLY

This is to certify that the above-named student is eligible for on campus employment

Student is taking:

- Full course of study
 Less than a full course of study

Expected date of completion: _____

CERTIFICATION OF DESIGNATED SCHOOL OFFICIAL

Dr. Dania Brandford-Calvo, Director

Date

IMPORTANT INFORMATION

INS Form I-9

If you employ this student, you and the student may be required to complete a form entitled "Employment Eligibility Verification" (INS Form I-9), which the employer retains.

Note: This handout may not be used to complete INS Form I-9.

Tax Concerns

In general, F-1/J-1 students who have been in the United States less than five years are exempt from Social Security (FICA) withholding. The earnings of students working on campus are exempt from FICA, regardless of the amount of time spent in the United States. However, the earnings of F-1/J-1 students are subject to applicable Federal, State, and Local taxes, and these amounts may be withheld from paychecks. Please refer to IRS Publication No. 901 on Tax Treaties for exceptions. Students must file an income tax return on or before April 15 of each year, which will determine if withheld taxes can be reclaimed.

If you have any questions regarding this student's eligibility to be employed, please contact the International Student and Scholars office at 401-874-2395.

Definition of On-Campus Employment

- ❑ Work performed on the school's premises with "on location commercial firms, which provide services for students on campus"
- ❑ Work performed off-campus with a firm, which is educationally affiliated with the school and the student's work is an integral part of the student's educational program.
- ❑ Work in professors contract-based research grants, which are not payable through the educational institution (and under the supervision of academic advisors).

Requirements and Limitations of On-Campus Employment

- ❑ To obtain and/or preserve on-campus employment eligibility (full- or part-time), F-1/J-1 students require authorization by the Director of the Office of International Education or other designated school official.
- ❑ F-1/J-1 students must maintain their lawful status (be enrolled in a full course of study during the academic year (or part-time with written permission) and the employment must not displace a U.S. resident.
- ❑ Employment is limited to 20 hours per week while school is in session. All authorized employment must be counted toward the 20-hour limit.
- ❑ Full-time employment is permissible between school terms and during the holidays and vacations, including summer vacations, **if the student is enrolled for the next semester.**