

# TEXAS STATE <sup>®</sup>

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## INTERNATIONAL STUDENT AND SCHOLAR SERVICES

### **Pre-Arrival Topic: On-Campus Employment Guidelines for Incoming F-1 International Students**

Dear future Bobcat,

Welcome to Texas State University! We are thrilled to have you join our community. As you prepare for your arrival on campus, we want to provide you with important information regarding on-campus employment opportunities and guidelines.



### **Understanding On-Campus Employment**

As an F-1 international student, you are eligible to work on-campus under certain conditions outlined by the U.S. Citizenship and Immigration Services (USCIS) and Texas State University policies. On-campus employment refers to work done on the school's premises or at an affiliated location that is an integral part of the university's educational mission or directly affiliated with contractually funded research projects at the post-graduate level.



### **Prepare for On-campus Employment**

1. **Job Opportunities:** Various departments and offices across campus regularly offer on-campus employment opportunities. These positions are often posted on [Handshake](#), and

we encourage you to explore these options before or once you arrive (you will need to activate your NetID to access this portal).

2. **Complete Immigration Check-in: You must arrive in the U.S. to complete immigration check-in through our student portal (access the portal by being located at a Texas State campus). For more detail information go to our [Check-In](#) page.**
3. **[Request a Social Security Recommendation Letter](#):** You can request your Social Security Number support letter from ISSS [here](#).

**You will then apply for the Social Security number at the SSA office**

- **[Apply Online and schedule your in-person appointment](#)**
- **Apply in person directly with the Social Security Administration office:** 900 Bugg Ln #200, San Marcos, TX 78666

\*\* ISSS does not provide the social security number to the student. Our office issues the first-time recommendation for social security. It is the student's responsibility to apply for SSN and report their SSN to the Texas State Human Resources (HR) department after obtaining the SSN.



**Important Guidelines to Follow:**

1. **Work Limitations:** You are allowed to work on campus up to 20 hours per week while school is in session and full-time (more than 20 hours per week) during official university breaks and holidays.
2. **Employment Eligibility Verification:** Before starting any job on campus, you must complete Form I-9 with your hiring office or department to verify your eligibility to work in the United States.
3. **Maintaining F-1 Status:** It is crucial to ensure that any employment you undertake complies with F-1 regulations to maintain your legal status in the United States. Always consult with the International Student and Scholar Services (ISSS) if you have questions or need clarification.

We are here to support you every step of the way. If you have any questions regarding on-campus employment or any other matter, please do not hesitate to contact the ISSS office at 512-245-7966

We look forward to welcoming you to campus and wish you all the best as you embark on this exciting chapter of your academic career at Texas State University.