

## On-Campus Employment Tip Sheet for International (F-1 and J-1) Students

F-1 & J-1 students are eligible to work on-campus while enrolled at Rutgers. The work does not need to be related to your field of study. You must maintain legal F-1 or J-1 status while engaging in on-campus employment. J-1 students sponsored by Rutgers University should complete the [On-Campus Employment Authorization form](#) to obtain approval from the [Rutgers Global - International Student & Scholars Office](#).

### BENEFITS

- Earn money!
- Make connections with Rutgers Community (Faculty/Staff, Students) and develop communication skills.
- Learn to manage your time and juggle many projects at once.
- Recommendation letters and personal references for future employment or education.

### DEFINITION OF ON-CAMPUS EMPLOYMENT

- On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, residence halls, dining facilities, laboratories, and administrative offices.
- On-campus employment must either be performed on the school's premises, (including on-location commercial firms that provide services for students on campus, such as the school bookstore/cafeteria), or at an off-campus location that is educationally affiliated with Rutgers. Employment with on-site commercial firms, such as a construction company building a school building, that do not provide direct student services is not deemed on-campus employment. Please consult with Rutgers Global- ISSS if you are not certain whether the position is considered for on-campus employment.
- Complete on-campus employment workshops via [Rglobal portal](#).

### REQUIREMENTS

- You must be enrolled full time during fall and spring semesters.
- You may work up to 20 hours per week while school is in session.
- You may work more than 20 hours per week on-campus during official university holidays.
- On-campus work authorization ends when you complete your F-1 or J-1 program. However, you may work on-campus after your program ends if you have been issued another form of work-authorization (i.e. OPT or Academic Training).
- "On-campus employment for J-1 students is only authorized during the time stated on the [Employment Verification and Payroll Form for J-1 Students](#). A new on-campus employment authorization is required every time a J-1 student changes, adds, or extends a job on campus."

You are not eligible for the Rutgers Federal Work-Study program (FWS). The work-study program provides jobs for U.S. students with financial need, allowing them to earn money to help pay for education expenses. Under the work-study program, a percentage of a student's

earnings is paid through federal or state funds, and the remainder is paid by the student's employer.

#### WHAT TO CONSIDER

- Preferably, the job should be one that looks good on a resume and provides learning experiences and valuable skills (communication skills, computer skills, etc.).
- Try to choose a job which might eventually lead to a better job. For example, work as a Grader, then go on to become a Teaching Assistant (TA).

Graduate Students: It's possible for an international student to be hired as a Graduate Assistant (GA) or as a Teaching Assistant (TA). Both GAs and TAs generally receive tuition, a stipend and university benefits. You may receive a GA or TA award either from your academic department or another department on campus. If you would like to become a GA/TA, be sure to ask your academic department about available opportunities.

#### DOCUMENTATION NEEDED AFTER GETTING A JOB

When you get an on-campus job, you will need to:

1. Complete the online [On-Campus Employment Workshop via the RGlobal portal](#) to receive necessary documents (International Payroll Form for the employer and SSN letter to apply for a Social Security Number).
2. Apply for a Social Security Number if you do not have one: [RU Global Social Security Information](#)
3. Submit documents (International Payroll Form, W-4, I-9 information, SSN or SSN receipt) to the employer.

#### TIPS FOR GETTING AN ON-CAMPUS JOB

There is no central hiring office for student jobs, although many on-campus jobs are available via Rutgers Handshake. There are other various sources of on-campus positions. Some are listed below. Don't be afraid to ask questions about the job and the time commitment. Have confidence - Approach academic departments to inquire about current openings.

#### OBTAINING A RESUME AND COVER LETTER

Several positions on and off-campus require a U.S. resume and cover letter. Career Exploration and Success can help you get started on your U.S. resume and cover letter. Review the following [Resume Blueprints](#) and [Grab Their Attention with a Winning Letter or Email](#) and visit our [Career Studio](#) for a 15-minute resume and/or cover letter review!

#### ON-CAMPUS JOBS

On-Campus Jobs are Available via Rutgers Handshake

You can also search for on-campus jobs by searching for student employment opportunities on each department's website. Some examples are included below:

[Eagleton Institute of Politics](#)

[Office of Disability Services](#)

[Office of Information Technology \(OIT\)](#)

[Recreation Centers](#)

[Residence Life](#)

[Rutgers Athletics Rutgers Athletics – Tutoring](#)

[Rutgers Dining Services](#)

[Rutgers Learning Centers](#)

[Rutgers Police \(RUPD\)](#)

## INTERVIEWING

Interviewing is an integral part of the job search process; the more prepared you are, the better. It's essential to be ready to answer many of the [fundamental interview questions you should know](#). Also, as the saying goes, "practice makes perfect." Go to [Rutgers Big Interview](#) to access the world's #1 interview job training tool.

The Office of Career Exploration and Success created the attached document in partnership with Rutgers Global- International Students and Scholars – Updated: June 2023