



On Campus Employment Information

The Department of Homeland Security's Bureau of U.S. Citizenship and Immigration Services (USCIS) closely regulates on and off-campus employment for F-1 students.

F-1 students are allowed under U.S. federal law to work in on-campus positions while enrolled at SUNY Poly.

“On-campus employment” refers to SUNY Poly campus employment only, including Student Assistant Positions, Graduate Assistant positions, and positions with Aramark, unless authorized under special conditions for employment with other institutions.

Keep in mind:

- **You must maintain your F-1 status by being enrolled full time** during all required semesters (spring and fall).
- **You can work up to 20 hours a week while classes are in session** (spring and fall semesters).
 - You may not work more than 20 hours per week when classes are in session.
 - *If you hold more than (1) position on campus, you may not work more than 20 hours per week TOTAL for all positions.*
- **You may work more than 20 hours over scheduled breaks** (eg: winter or summer breaks).
- **You can only work within your program start and end date.**
- **You cannot work on campus past the end date on your I-20.**
- *Be mindful, your Form I-20 program end date will be shortened to reflect the last day of classes in the semester you will graduate.*
- **You will require a Social Security Number (SSN) in order to be paid for your employment.**
 - Visit www.ssa.gov for detailed information about obtaining a Social Security Number
 - You may begin employment prior to obtaining your SSN, however, you cannot be paid until you have submitted this information to Suny Poly as required.
- **Don't Forget: Any income you earn must be reported annually to the Internal Revenue Service by filing annual income taxes!**
 - The ISS Office will email all students at the start of each calendar year with information about tax filing.