

On-Campus Employment for International Students



International Student & Scholar Services ♦ UT-Austin International Office

**All students must maintain a full course of study
and have valid documentation in order to work on campus.**

On-campus employment takes place on the school's premises, and the paycheck is issued by The University of Texas at Austin. If you are applying for a job on campus and you learn that an entity other than the University is going to pay you, please check with an Immigration Advisor before accepting the job.

F-1 Students: You may work up to 20 hours per week during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed only during vacation periods for enrolled and continuing students. No special permission is necessary; however, a valid I-20 issued by The University of Texas at Austin is required.

J-1 Students: If your DS-2019 is issued by The University of Texas at Austin, then your ability to work on campus is the same as that of F-1 students. However, if your DS-2019 is issued by another agency then there must be written authorization from the program sponsor allowing you to work on the UT Austin campus.

Finding a Job

- UT Austin Job Search is the overall job applicant service for The University of Texas at Austin. As an international student, you should only be looking for jobs that are for 20 hours/week or less. Open positions are listed on the web at <http://utdirect.utexas.edu/pnjobs/>
- Visit your academic department and inquire about any job openings.
- Ask about job openings at the following offices on campus:
 - The Texas Union
 - UT Gyms and Rec Sports
 - UT computer labs
 - UT libraries (there are several libraries on campus)
 - UT Housing and Food Services (Kinsolving Building)
 - The University Co-op (although this bookstore is physically across the street from the UT campus, it is considered on-campus employment).

Electronic Funds Transfer

You should arrange for Electronic Funds Transfer (EFT) if you work on campus or receive scholarship payment. Before you can establish EFT, you need to open an account at a local bank. To arrange for EFT, please access the following web site: <http://www.utexas.edu/business/accounting/sar/stdpubs.html>.

Working off campus is not permitted without specific permission from the
International Office or from U.S. Citizenship & Immigration Services

01/2006

International Student & Scholar Services ♦ The University of Texas at Austin ♦ P.O. Box A ♦ Austin, Texas 78713-8901
phone: (512) 471-2477 ♦ fax: (512) 471-8848 ♦ website: <http://www.utexas.edu/international/iss>