

EMPLOYMENT RULES for INTERNATIONAL STUDENTS

ON CAMPUS EMPLOYMENT:

International students (F-1 status) may be allowed to work on-campus. However, authorizations are needed from your proposed campus work supervisor (the person that has indicated they want to hire you), the Designated School Official (DSO), and the MSU Business Office. Most importantly, a Social Security Card must be in your possession **before starting work!** The Social Security Card is an official US Government document that indicates your name and your Social Security Number (SSN).

** The DSO at Mayville State University is Pam Braaten, Registrar.

***** All authorizations and forms must be completed before beginning the job *****

***** Note: Simply possessing a SSN does not authorize you to work.**

Federal regulations limit international students to 20 hours of work per week, except for annual vacation times (summer vacation and holidays) when they are eligible to work up to 40 hours per week. The 20 hour limit is NOT PER JOB... it is 20 hours per week TOTAL for ALL jobs (on or off-campus)!

OFF CAMPUS EMPLOYMENT:

International students (F-1 status) who want to work off-campus can ONLY be authorized to do that through a pre-approved Internship. The job MUST relate to the stated major or minor, AND the position needs to meet the requirements of **Curricular Practical Training (CPT)**. You may only begin work after appropriate authorizations are in place, and you must have a SSN card before beginning work!

Those who choose to work off-campus without prior authorization are putting their F-1 student status in extreme jeopardy and can be deported!

Authorizations are needed from the Designated School Official (DSO), the academic department under which students will register for Internship credit, and the Internship Director. The DSO at Mayville State University is Pam Braaten, Director of Academic Records/Registrar. Jay Henrickson is the Director of Career Services & Internships. ALL authorizations must be completed before any work can begin! **Start by meeting with the Internship Director.**

Criteria for applying for an authorized off campus Internship requires the following: 1) being a full-time student, and 2) being in good academic standing for two consecutive semesters (not including summer school).

*****NOTE: Working in bars and/or restaurants, etc, and getting paid “under the table” is NOT authorized off campus work. Participating in paid pharmaceutical research is NOT authorized off campus work, either. WARNING: working off-campus, without authorization will put your F-1 status in jeopardy and can result in deportation!**

WORKING IN THE U.S. AFTER GRADUATION

If you are graduating this year, and want to work temporarily for 12 months in the US after graduation, you will need to apply for “Optional Practical Training” (OPT) no less than 90 days before your graduation. The DSO can provide you with information about the OPT process.

For complete regulations and laws about working on or off campus, please refer to this website: www.uscis.gov/portal/site/uscis or contact the campus DSO or Career Services/Internship Director.

*Pam Braaten, DSO (also Director of Academic Records/Registrar) Main Building # 114
Jay Henrickson, Director of Career Services & Internships, Classroom Building #115*

Updated August 2013