JFK University is a private, independent college that provides a handful of part-time, 20 hour/week positions. Similar to other schools, the University cannot guarantee a continuous flow of part-time job openings, nor can it provide jobs for all of our international students.

Occasionally part-time workers are needed to fill permanent and temporary positions at the University. When part-time positions become available they are listed on the JFK University website at http://www.jfku.edu/About-Us/Employment-at-JFKU.html, along with a job title, description, and the position requirements.

On-campus employment requires no approval from the International Student Advisor’s Office. You are completely free to start your on-campus job search as long as you are enrolled full time with an unexpired continued attendance I-20. Once you complete your academic program at the University you are no longer eligible for F-1 on-campus employment and will be required to submit your employment resignation at least two weeks prior to your program end date.

**The 20 Hour Rule**

As an F-1 Student you are limited to a maximum of 20 hours of employment per week during your period of study. The only time you can work more than 20 hours in a week is during an authorized break period. (You can reach the International Student Services Specialist in the Office of Academic Affairs by phone at 925.969.3339 to find out when you qualify for an authorized break period).

**Timing of Campus Work**

You are immediately allowed to work on campus by the U.S. Citizenship and Immigration Services (USCIS) regulations for F-1 students.

- **Transfer Students**: If you are a transfer student from another U.S. school you may have previously had an on-campus job or completed a period of optional practical training which allowed you to receive a U.S. Social Security number from the U.S. Social Security Administration. You may start on-campus employment immediately once a position is offered by JFK University.

- **First-Time F-1 Students**: Unless you have previously worked in the U.S. you most likely do not have a social security number. When you are offered on-campus employment you will need to inform the JFK University Human Resource Office that you do not have a social security number. A job offer letter from Human Resources along with a letter from your International Student Advisor in the Office of International Education must be presented to the Social Security Administration at the time you request your social security number. You cannot start employment in the U.S. without a U.S. Social Security number.

**Forms for the On-Campus Hiring Process**

The Human Resources Office is held to certain U.S. Government tax reporting requirements for non-immigrant alien employees. If you are hired for a part-time position at the University, the Human Resources Office will require you to submit and complete certain forms relating to your hiring process.

**Expect to submit:**
- A copy of your I-20 (initial attendance and continued attendance)
- Your U.S. Social Security card (returned to you once photocopied)

**Be prepared to complete the following or a portion of the following:**
- Form I-9
- Form W-4 (Federal Tax Withholding)
- Form W-8BEN (Certification of Foreign Status of Beneficial Owner for U.S. Tax Withholding)
- Form 8233 (Exemption from Withholding on Compensation for Independent And Certain Dependent Personal Services of a Nonresident Alien Individual), except for Korea, Canada and Mexico

*August 2013*