University of Hartford
International Center

F-1 On-campus Employment

F-1 students enrolled at the University of Hartford may be authorized to engage in on-campus employment opportunities by the USCIS. Before beginning on-campus employment, we suggest that you contact the International Center to insure your eligibility to be employed.

F-1 Employment - Immigration and University Guidelines

- A student must be enrolled on a full-time basis and be in good academic standing according to University standards.

- A student may work no more than 20 hours per week while school is in session. A student may work on a full-time basis during other periods such as summer vacation or semester breaks.

- A student may work for any department or office within the university community, including Aramark dining services and the campus bookstore. A student may not be employed by the Watkinson School.

- On-campus employment may begin at any time following the student's initial enrollment at the University.

- On-campus employment must cease following the student's graduation, reduction from full-time status to part-time status (unless it is the student's final semester prior to graduation), or complete withdrawal from the University.

- A student may hold multiple jobs (including assistantships and internships), however, the total number of hours worked cannot exceed the 20-hour-per-week limitation. Assistantships and internships (when done on campus) are considered to be on-campus employment and are governed by USCIS on-campus employment regulations including the 20-hour-per-week limitation.

- A student participating in an on-campus employment opportunity is not required to obtain an "Employment Authorization Document" (EAD) from the USCIS.

International students who are engaged in off-campus employment, including internships, CO-OP, "economic hardship" employment, or any form of pre-completion practical training, may not work more than 20 hours per week while school is in session (exception is made only for those undergraduate students officially enrolled in an "alternating" CO-OP program). Students who simultaneously participate in both off- and on-campus employment are restricted to no more than 20 hours of work per week, in the aggregate, while school is in session.

Students who wish to work on-campus are required to go to the Social Security Administration Office in Hartford to apply for a Social Security identification number. Generally, students are not required to pay Social Security taxes though they may be required to pay federal and state taxes based on income earned during the course of a year.

Students are required to complete the I-9 form (employment eligibility form) and W-4 forms (federal and State withholding tax forms) at the time they begin employment. These forms are provided to the student employee by their supervisor or the Human Resource Department (HRD).