On-Campus Employment Benefit
(for F-1 Students)

“On-Campus Employment” is a benefit of the F-1 student immigration status. F-1 students who have maintained their lawful immigration status, are enrolled full-time, are working on their degree, and have a valid I-20 may work on campus for up to 20 hours per week while school is in session (during the Fall and Spring semesters and any mandatory Summer enrollment terms). On-campus employment does not include work done for non-Regent companies or organizations that may be operating or using space on the Regent University campus. On-Campus student employment opportunities are posted online at: http://www.regent.edu/admin/hr/saga.cfm

Special Rules & Restrictions Regarding On-Campus Employment:

- The student can only engage in the “On-Campus Employment” benefit at the school that issued the student’s I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Status).
- New F-1 students who have just arrived in the United States are not permitted to begin any on-campus employment (including Teaching/Research/Graduate Assistantships) more than 30 days prior to the start of classes.
- On-Campus Employment includes official Regent University offices and departments, where you will receive a Regent University paycheck. (“Off-campus Employment” includes businesses and organizations that are not a part of Regent University. Off-campus employment also includes organizations that are located on or near the Regent University campus but do NOT have special contractual agreements with the University, including but not limited to: ACLJ, CBN, OB, AIMS, TLC, 700 CLUB, TMCJ, etc. PRIOR WRITTEN AUTHORIZATION from the OISS or USCIS is REQUIRED for off-campus employment.)
- Working on campus for more than 20 hours per week--in total--while school is in session is a serious violation of the F-1 status which can lead to SEVIS record termination, loss of your lawful student immigration status, and possible deportation from the United States (as explained on Page 2 of your I-20, “Instructions to Students”, “12. Penalty”). The 20 hour limit includes work done for Teaching/Research/Graduate Assistantships at the graduate level as well as any work done in any Adjunct Faculty positions.
- Full-time On-Campus Employment (more than 20 hours per week) is only permitted during “vacation periods”, such as summer vacation, when students are not required to be enrolled. If you are beginning your degree program during a summer term, or if you are in a 12 month academic program that requires summer enrollment, that is not considered to be a vacation period, and you cannot work more than 20 hours per week during those summer terms. Students are not permitted to work more than 20 hours per week until after the official University Term End date, which is reported to the government through SEVIS and is listed in the official Academic Calendar found here: http://www.regent.edu/admin/registrar/academiccalendar.cfm
- Unlike all other types of F-1 employment, On-Campus Employment does NOT require any prior written approval from Regent’s International Student Services Office (OISS) as long as the student has been enrolled full-time each semester, is still working on his/her degree, and has maintained a valid I-20.

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Office of International Student Services – 201 Student Center - 1000 Regent University Drive – Virginia Beach, Virginia 23464
Phone: (757) 352-4130 – Fax: (757) 352-4100

- All graduate students should check with their academic departments before planning to work on campus because of certain restrictions established by certain departments.
For graduating students, the “On-Campus Employment” benefit and authorization will end on the official Term End date of the semester when the student completes all of his/her degree requirements (as listed in the Academic Calendar: http://www.regent.edu/admin/registrar/academiccalendar.cfm).

Those in F-1 status who have graduated, or completed all degree requirements, and wish to work at Regent will need to apply for post-completion Optional Practical Training (OPT) employment authorization and must have a valid Employment Authorization Document (EAD) from the USCIS prior to working at Regent. Under the OPT employment benefit, F-1 students can only work in a position that is “directly related” to their major field of study.

(LJ—8/2/13)