

On-Campus Employment (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 and 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). 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 at Regent are included on the “Job Board” of the Financial Aid Office website at: <http://www.regent.edu/admin/finaid/jobs.cfm>
The Financial Aid Office is located in the Student Center, Room 241.

Special Notes Regarding On-Campus Employment:

- On-Campus Employment includes official Regent University offices and departments, where you will receive a Regent University paycheck. WorldReach has a unique contractual agreement with Regent University and is therefore considered to be "on-campus employment" where a Regent paycheck is issued. (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, such as: CBN, OB, AIMS, TLC, 700 CLUB, TMCI, Regent Bookstore, etc. PRIOR WRITTEN authorization from the OISS or USCIS is REQUIRED for off-campus employment.)
- Working on campus for more than 20 hours a week **total** while school is in session is a serious violation of the F-1 status which can lead to deportation. 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.
- 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.
- The “On-Campus Employment” benefit can only be used at the school that issued the student’s I-20.
- New F-1 students who have just arrived in the U.S. are not permitted to begin any on-campus employment (including Teaching/Research/Graduate Assistantships) more than 30 days prior to the start of classes.

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- All graduate students should check with their academic departments before planning to work on campus because of certain restrictions established by certain departments.
- 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.
- Those 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) and must have a valid Employment Authorization Document (EAD) from the USCIS prior to working at Regent. Under the OPT employment benefit, students can only work in a position that is “directly related” to their major field of study.

(LJ—5/14/09)