

On-Campus Employment

Overview

Your F-1 student status permits you to work on campus at the university that issued your I-20 while you are enrolled in a full course of study. Your WIU I-20 is your proof of work eligibility for on-campus employment at WIU only. You must maintain F-1 status to be eligible for this employment benefit; maintaining status means that you are a full-time registered student (except for approved exceptions) in good academic standing with a valid I-20.

Definition of “On-Campus” Employment

On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, dining facilities, laboratories, fitness facilities, and administrative offices.

Time Limits

You are allowed to work:

- Part-time (20 hours per week or less) during your regular full-time quarters (quarter dates are set by the WIU academic calendar and include finals week).
- Part-time (20 hours per week or less) between quarters.
- Part-time (20 hours per week or less) during your annual vacation quarter.

Graduate students: if you have a teaching or research assistantship, this reaches the 20-hour-per-week limit to on-campus employment. If you have an opportunity for additional employment on campus, you must consult the PDSO or DSO about additional work authorization.

Expiration of On-campus Employment Eligibility

Your on-campus employment eligibility ends:

- When you graduate. It expires the last day of your final quarter (per WIU calendar), even if your I-20 expiration date is in the future.
- If you transfer to another university; your work authorization expires on the day of your SEVIS record release date.
- If you violate your F-1 status.

Work Study

Some campus jobs are designated as “work study” positions. The job description might include a statement such as: “position open only to WIU students who qualify for work study awards.” Work study awards are part of federal financial aid packages and are only available to U.S. citizens and permanent residents. As an F-1 student, generally you are not eligible for a work study position and should not apply.

However, there are some cases where the term “work study” might be used in a more general sense and not necessarily refer to a financial aid award. You can contact the office that posted the job opening to confirm whether or not you must have a work study award to be eligible for the job.

Finding a Campus Job

On-campus jobs can be obtained in various departments. You may speak to the Department Head of the department you desire to work to see if there are any positions currently available.

Your Responsibility: Know the Rules

It is your responsibility to research and understand your on-campus work eligibility. It is generally not the job of WIU staff outside of the PDSO or DSO to thoroughly know the immigration regulations. It is possible you will be offered employment that you are not eligible to accept or for your employment eligibility to expire without the payroll administrator notifying you. Be sure to review all information provided by the PDSO/DSO and let them know if you have any concerns or questions.