

# On-Campus Employment ACKNOWLEDGEMENT FORM

F-1 and J-1 students are eligible to work on-campus while attending classes. The work does not need to be related to your field of study. You must maintain legal F-1 or J-1 status while engaging in on-campus employment. On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, dormitory, dining facilities, laboratories, and administrative offices. On-campus also includes employment with on-location commercial firms which provide services for students on campus, such as stores or restaurants located in a University owned building.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Student ID: \_\_\_\_\_

**New work permit** (Job offer letter required)  **Renewal of work permit** (Job offer letter was submitted previously)

1. I may engage in on-campus employment for 20 hours or less per week while school is in session (Fall & Spring Semesters).
2. I may engage in on-campus employment for 20 hours or more per week while school is **not** in Session (Winter or Summer Intersessions).
3. I may engage in on-campus employment only at the university which issued my current I-20.
4. I may engage in on-campus employment only when I am in active F-1/J-1 status.
5. I need to fill out a "Verification of On-Campus Employment" Work Permit and receive ISSP authorization every semester prior to beginning employment even if I'm continuing in the same position the following semester.
6. I will submit a new Work Permit to Human Resources, Joyal 211, every semester to renew my employment eligibility.
7. I need to submit a new copy of my I-20 to Human Resources, Joyal 211, whenever I receive an updated I-20 that alters my program end date while I am engaging in on-campus employment.
8. I may NOT engage in on-campus employment after I have completed all my program requirements, have graduated, or have reached the program end date on my I-20, whichever comes earlier. This will lead to the termination of my F-1/J-1 status.
9. I may **not** engage in on-campus employment if I am currently on Academic Disqualification Status.
10. I am **not** eligible for work-study on-campus positions, which are federally-funded student aid employment.

**Acknowledgement:** *I have reviewed the information and I understand all that I have read and acknowledge that I will abide by the rules and procedures outlined here.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*For questions or concerns regarding OPT acknowledgement form, please contact California State University, Fresno's  
[international@mail.fresnostate.edu](mailto:international@mail.fresnostate.edu)*

Feb 2020