



Purpose

This policy outlines the requirements and conditions for employment of F-1 international students in compliance with federal regulations.

Responsible Officials, Offices, and Interpretation

The University of Western States (UWS) Principal Designated School Official (PDSO) and the Office of Human Resources (HR) are responsible for the maintenance and interpretation of this policy. For questions, please contact the PDSO or the HR Office.

Defined Terms

- **International Student:** A student enrolled at UWS in F-1 non-immigrant visa status.
- **Qualifying On-Campus Job:** A paid position by UWS (not an external entity), performed either in person or remotely within the United States. To qualify, the position must be open to students without federal work-study funding.
- **U.S. Department of Homeland Security (DHS):** The federal department responsible for public security in the United States, which oversees immigration, border security, and related programs, including SEVP.
- **Principal Designated School Official (PDSO):** A UWS employee authorized by SEVP/DHS to oversee the institution's compliance with federal regulations for F-1 students, maintain student records in SEVIS, and issue or update Forms I-20. The PDSO serves as the primary point of contact with SEVP.

Policy Statement

In accordance with regulations set by the DHS and U.S. Citizenship and Immigration Services (USCIS), F-1 international students may be employed in qualifying on-campus jobs subject to the conditions outlined below.

General Eligibility Requirements

- Only international students with F-1 visa statuses can work for UWS as student workers. Online international students are not allowed this opportunity by the U.S. government.
- The student must have completed check-in with the PDSO or DSO on campus for their first academic term.
- All initial F-1 documentation must be completed with the Office of Admissions and/or Office of Student Success.



- The student must provide the receipt from the Social Security Administration confirming application to obtain a Social Security Number (SSN) prior to beginning work, or already have a SSN to provide to HR.

Work Hour Limitations

- International students may work up to 17 hours per week during academic terms, regardless of the number of on-campus positions held.
- Students seeking multiple on-campus positions must receive advance approval from the PDSO in the Office of Student Success.

Prohibition on Unauthorized Employment

- Off-campus employment is strictly prohibited by USCIS unless specifically authorized by DHS/USCIS and documented on the Form I-20 or through official USCIS approval.
- Possession of a Social Security Number does not constitute employment authorization for off-campus work.