

Hiring Foreign Nationals

OISS should be consulted before making a commitment to hire a foreign national. The staff at OISS will work with the hiring department, as well as the individual, to ensure that all federal laws and regulations are met before employment begins. For more information on hiring internationals, please visit [HR-Rutgers policy for hiring foreign nationals](#)

Employment Regulations For F-1 Students

F-1 students are allowed to work on campus 20 hrs during the semester and 40 hrs during the break periods. They do need to request permission from the International Advisor before accepting employment on campus.

When Can an F-1 not be eligible for On-Campus employment?

- If the student has failed to **maintaining status**
- If an F1 violates his or her status and is waiting for reinstatement from the USCIS, he or she is not allowed to work until he or she is approved for reinstatement to legal student status.

F-2 and employment

- An F2 (dependent of an F1 student) cannot work or study while in the U.S. Please **DO NOT** hire an individual on F-2 visa

J-2 and employment

- The J2 (dependent of a J1) can work if they have an Employment Authorization Document (EAD) from USCIS. Please ask a J-2 visa holder that you wish to hire, to contact OISS for assistance with application for employment authorization from immigration. A J-2 may not engage in employment until the EAD has been issued by USCIS.

An F1 or J1 from another school

- An F-1 can work at Rutgers, Newark with authorization from immigration in the form of **CPT** or **OPT** as an F1 or Academic Training as a J1. Please consult with OISS to review these documents prior to finalizing payroll process. **Please note: OISS will process international payroll verification form for an F-1 or J-1 student from another school without the proper employment authorization document from their school's international advisor and or USCIS.**

Defining "On-Campus Employment"

1. Employment by The School

On-campus work performed for the school is usually acceptable, whether it is employment in the library, the computer center or the housing office, or work required by a scholarship, fellowship or assistantship.

2. Other Employment on Your School's Premises

Work performed on the school's grounds is "on-campus employment" as long as the employer provides direct services to students. Employment in the school bookstore or

cafeteria, both of which provide direct services to students, is acceptable even if a private, commercial firm operates the bookstore or cafeteria.

3. Work Off Campus Which Qualifies as On-Campus Employment

Immigration regulations allow you to work at an off-campus location provided

- The location is educationally affiliated with the school
- The educational affiliation is associated with the student's school's established curriculum or is related to a graduate level research project which the school has contracted to perform, and
- The work is an integral or important part of the student's program of study. For example, if the student's field of study is marine biology and the school has an off-campus marine biology research facility, the student may work there and that employment will be defined as "on campus".

Jobs Which DO NOT Qualify as "On-Campus Employment"

Other Employers on campus that do not provide direct Service to Students

- Work for a construction company, which is erecting a campus building, is not acceptable since the construction company does not provide direct student services.

Payment by an entity other Rutgers University

- The educational affiliation is associated with your school's established curriculum but you must be paid by Rutgers University, department or faculty member

Employment Regulations For J-1 Students

J-1 students are allowed to work on campus 20 hrs during the semester and 40 hrs during the break periods. Please note the following about J-1 student employment:

- All J-1 students need to request permission from an International Advisor before accepting and beginning employment on campus.
- Student will need to write a letter to us indicating why they need to work. Your reason to work must be an unforeseen change in your economics situation.
- Provide OISS an offer letter from the hiring department to secure the employment authorization note from the RO.
- The authorization is granted in the form of a letter from the Responsible Officer (RO)
- All J-1 employment must be reported to Department of State, therefore students must seek prior approval from RO
- If a J-1 student changes on campus employment a new letter of employment authorization must be obtained from OISS