

**TEXAS STATE STUDENT ON-CAMPUS EMPLOYMENT
INTERNATIONAL OFFICE STATEMENT OF UNDERSTANDING**

Texas State University-San Marcos now has the capability to monitor student workers' weekly work hours reported. **Therefore, it is imperative that students not exceed the number of hours per week for which they are permitted to work.** The number of hours students are permitted to work per week depends on their student classification as indicated below. Please check the box in front of the section below that applies to you.

Students must be very careful when working more than one job on campus. The total number of hours worked per week must not exceed the maximum allowable hours by any amount.

U.S. Student or Permanent Resident

U.S. students and permanent residents or "green card" holders may work 25 hours per week during semesters and summer sessions in which they are enrolled in the required number of course hours. Approval from the appropriate vice president is required to permit students to work more than 25 hours per week. They may work up to 40 hours per week in the summer sessions, if they are not enrolled in classes. If students or departments fail to abide by the policies the number of hours the student is employed may be reduced, the department may be asked to obtain the appropriate approval for students employed more than 25 hours, or in some cases the position may be terminated.

F-1 and J-1 International Students

Students must not work beyond the date that their academic programs are considered to be finished. For students taking classes this date will be the last day of graduation at the end of their final semester, regardless if they applied for graduation or not. If your supervisors request that you work beyond that date, you should indicate to them that you are not able to comply with their request. You should also show them a copy of this Statement of Understanding.

Students involved with a thesis, dissertation, comprehensive exam, incomplete, or other special cases, the date of completion may be different than the graduation date. Please make an appointment with an international student advisor well before you have completed your academic program requirements to determine your academic program completion date.

F-1 International Students

Students may only work up to a total of 20 hours per week during the fall and spring semesters and more than 20 hours per week during official university breaks such as spring break and summer break.

Fall and Spring Semesters-On any given week you must not have a time sheet or report from your job or jobs that total more than 20 hours per week. Going over 20 hours per week will result in **the immediate loss of your F-1 or J-1 status** and may lead to deportation. This is a very serious situation, since you may be asked to leave the U.S. during the semester the violation occurred. This would mean that you could not complete your studies that semester; you may fail some or all of your classes and lose the funds you invested in enrolling in those classes.

J-1 International students: The above for F-1 students also applies to J-1 students. In addition, in order for J-1 students to work on campus you must first obtain a permission letter from a **Responsible Officer** of the J-1 program. Please contact the International Office, if you have any questions.

Other Non-Immigrant Statuses

E-1, E-2, H-1B, H-4, R-1, R-2, TN, or TD status students may not work on campus under any circumstances.

A-1 or A-2 status may be able to obtain special work permission that can enable them to work on campus.

By my signing below I certify that have read and understood the above Statement of Understanding and I have checked the box(es) that applies(y) to me. I also understand the consequences of working more than the allowable hours.

PRINT YOUR NAME HERE.

SIGN YOUR NAME HERE.

TODAY'S DATE