



## International Services Office

### On-Campus Employment for F-1 Students Reminders & Important Information

On-campus employment includes work done as a teaching or research assistant as well as jobs in the school library, cafeteria, bookstore and administrative offices that provide direct student services. **If it is unclear whether a job is considered on-campus employment, please contact the International Services Office or your International Student Advisor for more information.**

#### On-Campus Employment:

- **Employment is limited to 20 hours per week** while school is in session, inclusive of any work undertaken under a scholarship, fellowship, or assistantship.
- **Hours may not be averaged** e.g. if 15 hours are performed in one week, 25 are not permitted the following week in order to average 20 hours in a two-week period.. **Working even 20.25 hours in one week is a violation of F-1 status.**
- **All on-campus employment must cease the day after you complete all program requirements.** For most students, the completion date is the last day of your final exams or the date of the dean's approval of your thesis/dissertation.
- Commercial firms or offices located on campus that are not operated by GW and which do not directly provide services to students are **not considered on-campus employers**; e.g. CVS, Whole Foods, a construction company building a school building, companies that rent GW office space.
- Full-time on-campus employment is permitted during summer breaks for students **registered for the subsequent academic term**. Eligible students may also work full-time during winter and spring break.
- **GW Policy:** Students participating in a Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA) may **not** participate in any on-campus employment other than their GTA or GRA, even if the position is less than 20 hours per week.
- **GW Policy:** Graduate students receiving **tuition and stipend** from GW must receive permission from the Office of Graduate Student Assistantships and Fellowships before working on-campus.
- If summer is your first or final term, you are **not eligible** for full-time employment during that term.
- Students concurrently attending two institutions may work **only** on the campus of the institution that issued their Form I-20 and has authority over the student's SEVIS record.

If you have any questions or concerns regarding on-campus employment and how to maintain your legal status, please contact the International Services Office or your International Student Advisor for more information.

#### INTERNATIONAL SERVICES OFFICE

# Looking for a job on campus??

[http://gwired.gwu.edu/  
career/gwork/](http://gwired.gwu.edu/career/gwork/)

Check out [GWork](#), the university's online job listing system, to find on-campus part-time employment. Individual departments are often looking for student assistants to help.

**TIP:** Take the initiative to speak directly with offices on campus that interest you about possible student employment, as not all positions are advertised.

**To avoid violating your immigration status check with your ISO Advisor before accepting an employment offer**