

OFFICE OF
International Education

Please Return To OIE:
Office of International Education
Marquette University
Holthusen Hall, 4th floor
P.O. Box 1881
Milwaukee, WI 53201
Email: isservices@marquette.edu

**REQUEST FOR CONFIRMATION OF F-1 ON-CAMPUS
EMPLOYMENT AUTHORIZATION**

To receive a written confirmation that you have legal authorization for on-campus employment, please complete this form and bring it with your Passport, Form I-94, and Form I-20 to the Office of International Education.

Please Print

Family name _____ Given name _____

MU ID _____ Date of birth _____(MM/DD/YY)

Are you a graduate student who will be employed as a Graduate Teaching Assistant or Graduate Research Assistant? Yes No

Is this your first job for Marquette? Yes No

Do you have a Social Security Number Yes No

If **No**, review the procedures for obtaining your Social Security number (on the OIE website and in your orientation materials) or inquire at OIE.

Please answer each of the following questions True or False

- 1. I have read the information about F-1 employment at the bottom of this document. True False
- 2. I have not been employed in the United States without legal authorization. True False
- 3. I will keep my Passport valid continuously. True False
- 4. I understand that on-campus employment while school is in session during the fall and spring semesters must not exceed 20 hours in any one week, but may be full-time during vacation periods. (If I have a Teaching or Research Assistantship, I will obtain permission for additional employment from the Graduate School.) True False
- 5. I understand that I may work on campus during vacation periods only if I have completed the requirements to continue my Marquette studies in the term following the vacation or, if I am transferring to another university after the vacation, that I may be employed at Marquette only until my SEVIS release date. True False
- 6. I understand that my on-campus employment is authorized only while I maintain my valid Marquette F-1 status. If I do not maintain my status, I will stop work immediately. True False

Date: _____ Signature: _____

Excerpts from the Code of Federal Regulations, 8 CFR214.2(f)(9)(i):

On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school. Employment with on-site commercial firms...which do not provide direct student services is not deemed on-campus employment... In the case of off-campus locations, the educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment must be an integral part of the student's educational program.

Employment authorized under this paragraph must not exceed 20 hours a week while school is in session...An F-1 student may, however, work on campus full-time when school is not in session or during the annual vacation. A student who has been issued a Form I-20 A-B to begin a new program and who intends to enroll for the next regular academic year, term, or session at the institution which issued the Form I-20 A-B may continue on-campus employment incident to status. Otherwise, an F-1 student may not engage in on-campus employment after completing a course of study.

An F-1 student may engage in any on-campus employment authorized under this paragraph which will not displace United States residents.

For OIE use only:

Step One: Passport positive ID _____ exp date _____ Visa F-1 _____ indicates MU _____

Form I-20 issued by MUDSO _____ on (date) _____ Form issue reason _____ Program end date _____

Entry on (date) _____ as F-1 _____ for D/S _____ Step 1 completed by _____ on _____

Step Two: Student is Full-time: _____ CQPA is satisfactory: _____ Student I-file status is clear: _____

Action: _____ By: _____ Date: _____