



# CHECKLIST FOR ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

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## Preconditions, Restrictions and Procedures

- **You must** have a valid I-20 for TCC and may not begin on-campus employment more than 30 days prior to the actual start of classes.
- You should contact the Career and Employment Services Center on the campus you are seeking employment to obtain information on available **student assistant/student worker** positions.
- You may apply for **student assistant/student worker positions ONLY** and employment is limited to **19.5 hours per week** while school is in session.
- **You must** inform Career Services of your international student (**F-1**) **visa status**.
- **You must** inform the hiring supervisor of your international student (**F-1**) **visa status** when applying for on campus jobs.
- **You must** have a job offer and accept the job **before you can request a social security card**.
- The hiring department must **contact International Admissions**, via email or telephone to get clearance for your employment (or to verify your eligibility for on campus employment).
- Once you accept the job offer, the Social Security Administration **requires** a letter be written by the following individuals on school letterhead:
  - The hiring supervisor
  - A Designated School Official (DSO) in International Admissions
- It takes approximately 2 weeks to get the social security card and the HR department will not process paperwork until they have a copy of the card and authorization from the International Admissions Office.
- You **may not** begin working until **after** you receive your social security card and have met all other requirements listed.
- **You must** contact International Admissions once your social security number is received for additional procedures. (**Go to the Admissions & Registrar's Office on your campus with your social security card and complete a TCCD Record Maintenance Form.**)
- Students may continue their employment as long as they are in good academic standing (2.0 GPA) and are maintaining their F-1 visa status.

*If you have questions regarding on-campus employment, please email [InternationalAdmissions@tccd.edu](mailto:InternationalAdmissions@tccd.edu) or call (817) 515-1570.*