ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

Procedure:

Student must submit to the Office of International Affairs (OIA) a completed On-Campus Employment Authorization Form (OEA) to: Mrs. Candace Alphonso-Moore, OISS, Grossley Hall - Room 115A or email: cmoore@desu.edu. The form must be completed by the student and the hiring department BEFORE submitting it to the OIA and it will not be *signed unless it is accurately completed. F1 Students may work 20 hours (par-time) per week during the official semesters (Fall and Spring). F1 Students may work 35-40 hours (full-time) during designated university breaks (Winter/Summer). Students CANNOT submit an On-campus work authorization form with a past begin date, the form will be returned to you to change the date!

*Please note, the OEA form is signed within 24 hours from the date the student submits his/her payroll required employment documents via email to cmoore@desu.edu.

Please follow the below steps for applying for your on-campus employment:

1) Student completes the On-Campus Employment Authorization Form; Section I
   a. Student’s Supervisor Completes Section II
   b. OIA Director completes Section III (DO NOT SUBMIT THE FORM TO THE OIA OFFICE UNLESS SECTIONS I & II ARE COMPLETED)

2) Student submits the OEA Form to OIA;

3) OIA emails the payroll required forms and instructions to student;

4) Student completes the payroll required employment forms and emails them to cmoore@desu.edu;

5) OIA receives/reviews payroll required employment forms and emails forms and on-campus employment form to payroll and cc’s student;

6) Student’s responsibility to submit the on-campus employment authorization form to Student Employment office AND any other required office(s);

7) Student cannot begin working until he/she receives an email from the Payroll/Student Employment Office. Please do not contact my office regarding the date you can begin working, YOU MUST WAIT/CONTACT THE PAYROLL OFFICE.

   ▪ (If student needs SSN) Student takes the completed OEA form to the Social Security Office, and applies for a social security card. (Form SS-5) www.ssa.gov, take the OEA Form to the Social Security Office at Blue Hen Corp Center, 655 S. Bay Rd, Dover, DE 1990. The Office is located on the 1st Floor: M-F 9am-4pm. (1-877-701-2141). Submit a copy of the OEA Form and a copy of the social security card to the DSU Student Employment Office. DO NOT BEGIN WORKING UNTIL YOU RECEIVE AN EMAIL FROM THE DSU PAYROLL OFFICE.
   ▪ (If student has a SSN) Student submits the OEA form and copy of his/her social security card to the DSU Student Employment Office. DO NOT BEGIN WORKING UNTIL YOU RECEIVE AN EMAIL FROM THE DSU PAYROLL OFFICE.

Students who begin working without a signed OEA Form from our office AND the email from the DSU Payroll office are in violation of his/her F-1 Student Visa status and may be terminated jeopardizing his/her F1 Student Visa.
Section I: To be completed by Student  Graduate Student □  Undergraduate Student □  Phone No.______________

Student Name: ___________________________________________  D#: ________________________________

Address in YOUR home Country: _____________________________

Email: ___________________@students.desu.edu  Current Address: ________________________________

Passport No.: __________________________  Passport issue date_______ expiration date ____________

I confirm that I am registered as a full time F-1 student and I will not begin working until I am notified by the DSU Payroll Office/Student Employment Office and receive work authorization from the Office of International Affairs.

Signature: ____________________________________________  Date: ________________________________

Section II: To be completed by DSU Hiring Official

DSU Employing College/Office/Department: ________________________________

DSU Employer Identification Number: 510305893  Job Location: ________________________________

Supervisor’s Name (please print): ________________________________  Phone:___________________________

Begin Date: _______________  End Date: _______________  Hours per week: __________________

Job Description: ______________________________________________

This is to serve as notification that the student listed above has been offered employment with our office/department. I understand that F-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent semester. I also understand that F-1 Students MUST receive approved work authorization from the Office of International Affairs AND an email from the Payroll Office/Student Employment Office with a work start date. Students who do not follow this procedure are in violation of his/her F-1 Student Visa which will jeopardize his/her status as a F-1 Student at Delaware State University.

Signature:__________________________  Title:_________  Date:__________________________

Section III: To be completed by International Student Adviser:

This is to certify that the above student is in lawful immigrant status at Delaware State University. She/he has been offered on-campus employment (see details above) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 2142 (f)(9)(i). F-1 students are entitled to work up to 20 hours per week maximum during school sessions and full-time (up to 35) during vacation periods. I have verified that this student is enrolled full-time, is registered in SEVIS and is therefore eligible to accept employment on the campus of Delaware State University.

Signature:__________________________  Date:__________________________  Title: Director