



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

Guidelines on On-Campus Employment for F-1/J-1 Visa Holders

U.S. government regulations require that students holding F-1/J-1 visas are in the U.S. for the primary purpose of education. On-campus employment in the U.S. is therefore subject to the regulations below.

8 CFR 214.2(f)(9)(i)

(i) *On-campus employment.* On-campus employment must either be performed on the school's premises,... or at an off-campus location which is educationally affiliated with the school... 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... (There is a similar regulation for J-1 students.)

8 CFR 214.2(f)(6)(i)(H)

(H) On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

This document provides guidance for compliance with these regulations.

On-campus Employment Rules

- Pitt students who are hourly employees may work no more than 20 hours per week during the fall and spring semesters.
- Hourly student employees may work over 20 hours per week during official breaks in the academic calendar, such as winter and summer break.
- All students must stop all on-campus employment when they complete or withdraw from their program of study or when their I-20 ends, whichever comes first.
- **NOTE:** students can look for on-campus employment opportunities on Pitt's [Talent Center](#).

Graduate Students on Academic Appointments

Graduate students at Pitt are often supported via academic appointments (e.g. as teaching assistants - TAs, teaching fellows - TFs, graduate student assistants - GSAs, graduate student researchers - GSRs, pre-doctoral fellows, and certificate trainees) that offset the costs of tuition and fees, and provide a stipend. The purpose of these academic appointments is to facilitate the student's educational goals and progress in their degree program. Students supported on academic appointments are assigned duties related to their academic program such as teaching and research. These assignments may overlap with or go beyond requirements of their degree program. The time spent on duties associated with these appointments that go beyond program requirements is regulated in the same way that employment is regulated as described above. That is, a GSR can be expected to perform research for no more than 20 hours per week as a condition of that appointment. Note that research or other expectations related to progress in their academic program is not subject to such limitations. The guidelines for all academic appointments and examples of specific situations are described here:

<https://www.gradstudies.pitt.edu/funding/appointments>

OIS staff must report infractions of on-campus employment rules. International students who are found to violate these rules may lose their student status and have their visa revoked. The following examples are guidelines which OIS staff will follow in determining whether or not a student has violated this regulation.

Examples

- A GSR is assigned to conduct research which supports a faculty member's project. If the research does not benefit the GSR's education, is not for credit, and is not related to progress on an academic requirement or program milestone then the assignment must be limited to no more than 20 hours per week.
- A GSR is assigned to work on a grant-funded project to perform research which will be directly used for her dissertation or other program milestones or for which the student receives academic credit. The research is considered to be required to fulfill the academic requirements.
- The GSR is enrolled in a course which requires research as an academic component of that course. Research can be conducted to fulfill that coursework.

Note about Social Security Numbers (SSN)

Students who need to apply for a [Social Security Number](#) can refer to this information to learn about the about the application process.