F-1 ON-CAMPUS EMPLOYMENT

How soon am I eligible to work on campus?

As an F-1 student, you may apply for permission to work on-campus at BMCC provided you have been authorized to attend BMCC by Department of Homeland Security (DHS) and are pursuing full-time studies at BMCC. There is no minimum time requirement in the United States in accordance with 8CFR 214.2(f)(9)(i).

What is considered to be on-campus employment?

On-campus employment is working directly for an office at BMCC (such as your academic department or the Library) or working for a commercial firm located at BMCC that provides direct services to the students (such as the Bookstore). Also, working in another City University of New York College (such as Baruch College, Hunter College, or LaGuardia Community College) is considered on-campus employment. According to the United States Department of Labor, in these situations you may not displace a U.S. resident.

Finally, there is one specific case when on-campus employment may take place at a non-BMCC/CUNY site. This is if a company has funded a research project with one of your professors, which is directly related to your studies, but the check for compensation is issued through the research grant. The site may also be located off-campus if it is educationally affiliated with BMCC/CUNY, the work is at the appropriate level for your degree, and is directly supervised by your academic advisor.

What do I need to do to get on campus-work permission?

1. You need to bring evidence of your full-time studies to the I.S.S.O. (if you are not registered for 12 credits, please consult an International staff member) and complete the attached form. (For an off-site location, the I.S.S.O. requires a letter with details from your academic advisor).

2. You will need to submit your supervisor's employment verification form to the I.S.S.O. The I.S.S.O will issue an employment verification letter to be sent to your supervisor within 5 to 7 business days.

How many hours can I work?

You can work up to twenty hours per week during the academic year (Fall and Spring semester) and full time during vacations.

Where can I look for prospective employment?

Suggestions:
1. **BMCC Departments**

Accessibility Office (N-360)
Bookstore (S-225)
Learning Resource Center (S-510)
Library (S-410)
Math Lab (N-511)
Registrar Office (S-315)
Science Department (N-699)

2. **CUNY affiliated programs**

CUNY/311 Project (http://www.cuny.edu/employment/student-jobs/jobs/311-proj.html)
CUNY Institute for Software Design and Development (http://www.cisdd.org/)

How often do I need to get ISSO's employment verification letter?

You will need an employment verification letter every semester you work on-campus, even if it is with the same department. For example, if you have been hired by the Learning Resource Center from January 28, 2011 to December 30, 2011, you will need a verification letter for the Spring 2011 semester and one for the Fall 2011 semester.

What if I have been offered employment in several departments?

You can work in more than one department, but you must not exceed the 20 working hours per week rule during the academic year. All of your supervisors will need to complete the Supervisor's Employment Verification letter for each department.

Do I need a Social Security Number to work on-campus?

Yes.

- First, obtain the employment, and then return to the ISSO with the Supervisor's Employment Verification Form and the Student's Request for Employment Verification.
- Second, the supervisor must issue an employment letter on the Departments Letter Head.
- Third, the ISSO will issue you a letter for the Social Security Administration. Please note that it takes a minimum of 2-3 weeks for your social security number to be issued.
- Forth, you will return to the ISSO to present your social security card so we can generate the employment verification letter.

What documents do I need to take to the Social Security Office?

Documents Check List :

- o **Original BMCC I-20**

- o **Valid passport**

- o **I-94 card**

- o **Proof of address**

- o **Original Supervisor`s employment verification form**

- o **Supervisor's employment letter for the Social Security Administration**

- o **ISSO letter for the Social Security Administration**

IMPORTANT NOTICE: You may not begin work until you have an employment verification letter from the ISSO.

JS: Updated 03-29-13

International Student Services

Room S-115N

212-220-1265

Borough of Manhattan Community College

The City University of New York

Fax: 212-220-2366

199 Chambers Street

New York, NY 10007-1097

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SUPERVISOR'S EMPLOYMENT VERIFICATION FORM

Important Notes:

1. **This means, the below student has met your job selection criterion and budget qualifications to be offered employment in your department.**
2. **The student may not work until he/she has an on-campus employment verification letter from the ISSO to be attached to the Personnel employment package.**

TO: Ms. Lily Yi-Elkin, Assistant Director of International & Transfer Services

FROM: _____, _____, _____
                        (Name of Supervisor)   (Department)   (Phone #)

DATE: _____ / _____ / _____   _____
                                                                              E.I.N# (Employer Identification Number)

RE: _____   _____
                        (Name of Student)   (School/ Empl. ID# or Social Security #)

◆●●◆

The above student has been offered a part-time position as a _____
                                                                                        (Type of Position)

in the _____ for _____.
            (Name of Department)   (Numbers of Hours Per Week)

The student will be employed from _____ / _____ / _____ to _____ / _____ / _____.
                                                      (Starting Date)   (Ending Date)

_____
(Supervisor's Signature)

_____
(Print Name)

Important Notes (contd):
3. **If the student does not have a social security number, please allow 2-3 weeks for the student to obtain a social security number from the Social Security Administration.**
4. **On-campus verification needs to be completed each semester.**
5. **Remember, the student cannot begin work until the ISSO issues an employment verification letter.**

(see next page)

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STUDENT'S REQUEST FOR EMPLOYMENT VERIFICATION

Important Notes:

1. **Complete this form only if a Department Supervisor has offered you employment.**

2. **You may not work until you have an employment verification letter from the ISSO to be attached to your Human Resources (Personnel) Employment package.**

FIRST AND LAST NAME: _____

SCHOOL/Empl. ID #: _____-_____-_____   Social Security#: _____-____-_____

PLEASE CHECK ONE:

_____   I am requesting an employment verification letter to be sent to my BMCC Supervisor.

_____   I am requesting an employment verification letter to be sent to Human Resources (Personnel Office S-717).

_____   I am requesting an employment verification letter to be sent to Research Foundation. [Office of Grants and Development (S-708)].

_____   _____

Student's Signature   Date

IMPORTANT NOTICE: You may not begin work until you have an employment verification letter from the ISSO.

PLEASE SUBMIT THE FOLLOWING ITEMS:

✓ Photocopies of your passport (including the passport date of issuance and date of expiration).
✓ Photocopy of your I-94 card.
✓ Photocopies of the front and back page of BMCC's I-20.
✓ Photocopy of your social security number (card) valid for employment.
✓ Original "Supervisor's Employment Verification Form".

*Please Note: If you do not have a social security number, you will need a letter from the ISSO to the Social Security Administration. Please allow 2-3 weeks for the processing of a social security number. Our office will prepare an employment verification letter only after the SS # has been issued.