



INTERNATIONAL STUDENT EMPLOYMENT CONTRACT

Students who are in the United States on either an F-1 or J-1 Visa are allowed to work either part-time or conditionally full-time on-campus with the permission of their International Student Advisor. This permission is based upon immigration regulations. Not all international students will be eligible to work on-campus. These ineligible students include (but are not limited to) those sponsored students whose contracts forbid their earning additional money; students who are having academic difficulties and must concentrate only on their studies; and students under disciplinary restrictions from the University.

Employment that has been obtained according to the terms of a scholarship, fellowship, or assistantship is considered to be a part of the student's program of study. Such employment is authorized if the student is in good academic standing and is enrolled full time. Any on-campus employment outside the parameters of the student's scholarship, fellowship, or assistantship will be authorized **only** if it is also determined that the employment will not displace a U.S. citizen or permanent resident. Due to the new regulations around the Affordable Care Act [ACA], students employed on-campus may work up to 15 hours per week during the academic year. During summer terms, students employed on-campus may work up to 15 hours per week if taking classes, and up to 25 per week if not taking classes.

All international students are exempt from social security taxes, but they must have state and local taxes withheld from their pay. There are tax treaties between the U.S. and some foreign countries. This may mean that you can earn a certain amount of money without having to pay tax if your country has a treaty with the U.S. (Please see this link for more information: <http://www.irs.gov/pub/irs-pdf/p901.pdf>.) If no tax treaty exists between the U.S. and your country, you may have to pay federal income taxes.

Please note that you will need to provide Lipka Hall with your Social Security number in order for your payroll to be processed properly. If you do not have a Social Security number, please see the ISS Committee page in CampusCruiser for the Social Security Handout. **You must complete the paperwork and request your Social Security number from Social Security Administration promptly, then provide the receipt you receive upon filing to Lipka Hall. When you receive your Social Security card approximately 2-3 weeks from time of filing, you must promptly take it to Lipka Hall to be copied. If Lipka Hall does not receive your social security number in a timely manner you will be required to stop working immediately and your student employment agreement will be cancelled.**

Please complete the reverse side of this form and have it signed by an International Student Advisor from the Office of International Student Services, then submit it to Lipka Hall (610-499-4161).

**ON-CAMPUS WORK PERMISSION REQUEST
FOR AN INTERNATIONAL STUDENT WITH A NON-IMMIGRANT VISA**

(Complete #1, 2, OR 3 depending on which pertains to you)

1. I am requesting to work part-time on the Pennsylvania (Main) Campus of Widener University. I am a ____ freshman, ____ sophomore, ____ junior, ____ senior, ____ graduate student, majoring in _____. I am on an _____ visa (letter-number, i.e. F-1).

2. I am a sponsored student attending Widener. My sponsor is _____. The letter is from my sponsor giving me permission to work (if approved by the University) and is attached to this request.

3. I have accepted a graduate assistantship, fellowship, or scholarship at Widener University. This completes my maximum allowable on-campus employment during academic sessions. The department is _____.

Whether I am a sponsored student or not, I must have the signature of either the Director or the Assistant Director of International Student Services, which indicates that I am in compliance with the regulations governing my visa status and am allowed to work part-time on-campus.

I, the undersigned, have read and I understand the above statements regarding employment on the Widener University Campus.

Student Signature

Date

Print Name

Widener ID #

Consent of International Student Advisor

The above-referenced student is authorized to work as a student employee in an on-campus department for the _____ academic year. The following restrictions apply: _____

ISS Official, Signature

Date

Print Name

Extension