

On-Campus Employment

Students in valid F-1 status are allowed to work on campus up to 10 hours per week during the academic semester and more than 10 hours per week during recognized University breaks. No specific employment authorization is needed. You will need to bring the “F-1 Verification of Hire” form to our office before you can obtain a Social Security number.

Important Information

- **On campus = paid by Salve or work done at Salve by a company.** In order for your employment to qualify as on-campus employment, Salve Regina must be the employer. Companies that work on campus and offer direct services to students, such as Sodexo and Follet, are also eligible.
- **Part time = 20 hours per week or fewer.** During the specific dates of the semester as listed in the official academic calendar, students are limited to 10 hours per week or fewer. While immigration law allows for 20 hours per week of employment, Salve Regina’s policy is that all part-time work be 10 hours per week or fewer. Exceeding the 20 hours per week limit on employment hours is considered a violation of your F-1 immigration status.
- **Full time = 20 hours per week or more.** You may work more than 20 hours per week during the winter and summer breaks. It is important that you pay attention to the specific start and end dates of the winter and summer breaks to make sure you do not exceed the limits of employment hours.