



**On-Campus Employment Certification for International Students
2513.004**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
1994	February 15, 2021	Office of International Student and Scholar Services (ISSS) Division of Academic Affairs

POLICY STATEMENT

Prior to accepting employment on campus, an international student must request approval from the Office of International Student and Scholar Services (ISSS) in the form of On-Campus Employment Certification.

SCOPE

This policy applies to all international students pursuing a degree at any level on an F-1 or J-1 visa at Florida International University.

REASON FOR POLICY

To inform international students about immigration regulations pertaining to on-campus employment. This policy was created pursuant to 8 C.F.R. § 214.2(f)(2)(9)(i).

DEFINITIONS

TERM	DEFINITIONS
F-1 Visa	A student visa issued by an American Embassy to an international student who wants to pursue a degree in the United States at a Student and Exchange Visitor Information System (SEVIS) approved institution.
J-1 Visa	A visa for individuals approved to participate in work-and study-based exchange visitor programs.

ROLES AND RESPONSIBILITIES

The ISSS Office provides international students with detailed instructions on how to go about obtaining On-Campus Employment Certification using the ISSS Portal. Upon completion of the process, students obtain a form that they submit to the Office of Human Resources for onboarding-related processes.

RELATED RESOURCES

- On-Campus Employment for F-1 Students:
<https://www.ice.gov/sevis/employment#tab0>
- On-Campus Employment for J-1 Students:
<https://j1visa.state.gov/programs/college-and-university-student/>
- ISSS Portal: <https://sunapsis.fiu.edu>
- Instructions to obtain On-Campus Employment Certification:
<https://globalaffairs.fiu.edu/iss/international-students/current-f-1-students/f-1-employment/on-campus-employment/>
- Instructions on how to obtain a Social Security Number (if applicable):
<https://globalaffairs.fiu.edu/iss/international-students/current-f-1-students/social-security/>

CONTACTS

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HISTORY

Initial Effective Date: 1994

Review Dates (*review performed, no updates*): November 22, 2023.

Revision Dates (*updates made to document*): November 9, 2020; February 15, 2021.



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PROCEDURE STATEMENT

Prior to accepting employment on campus, a student must request On-Campus Employment Certification from ISSS.

SEVIS regulations clarify that in the case of a transfer student (transfer between U.S. schools ONLY) employment can occur only at the school that "has jurisdiction over his/her SEVIS record". Therefore, in order to receive employment certification to be employed at FIU, a student must have already been issued an FIU I-20.

Students with an Initial I-20 from FIU to begin a new course of study may begin on-campus employment only within 30 days prior to the actual start of classes, as specifically stated in SEVIS regulations.

Steps to obtain the required On-Campus Employment Certification:

- International student is offered on-campus employment and requests On-Campus Employment Certification using the ISSS Portal and uploading the required documentation. Student must specify the academic department or university unit where he/she will be working.
- International Student and Scholar Services (ISSS) Advisor reviews electronic submission, checks/updates student's Enrollment History.
- Student's eligibility is reviewed and, if eligible, On-Campus Employment Certification is approved and student receives an electronic file that is used to submit for HR Onboarding process.
- On-Campus Employment Certification will not be available for pick-up on the same day of request. Processing of request for On-Campus Employment Certification may take five (5) to seven (7) business days.



- e. Student is responsible for completing requirements for I-9 processing with the University's Office of Human Resources or with his/her academic department. It is the student's responsibility to monitor his/her on-campus employment eligibility.
- f. All student records are kept within the portal, and if needed, the ISSS Office will issue a letter to assist students in obtaining a Social Security Number.

Failure to maintain eligibility will result in violation of legal status in the U. S.