The Do’s and Don’ts of On + Off Campus Employment
How to Stay in Valid Visa Status

Do not work without authorization.

Work authorization must be obtained **BEFORE** beginning off-campus employment.

Plan ahead!

Request updates to work authorization from ISS **in advance if employment details need to change.**
Types of Work Authorization Available

**F-1 Students**
- On-campus employment
- Off-campus employment:
  - Curricular Practical Training (CPT)
  - Optional Practical Training (OPT)

**J-1 Students**
- On-campus employment
- Off-campus employment:
  - Academic Training (AT)
On-Campus Employment

F-1 Students & J-1 Students

• A maximum of 20 hours per week when school is in session.
• A maximum of 40 hours per week during official school breaks if you are maintaining status and if Student Employment Office (SEO) allows

J-1 Students ONLY

• MUST obtain sponsor approval before being eligible to work on campus. The request form can be found on our website:
  http://www.rit.edu/studentaffairs/iss/forms-documents/iss-forms
On-Campus Employment, cont.

Steps before starting work on campus:

- Be registered full time
- Find a position on campus
- Get an SEO Employment Eligibility card
- (J-1 Students only: request On-Campus Work Authorization)

Read the section on SEO Employment Eligibility Card Requirements before going to the SEO office:

http://www.rit.edu/emcs/seo/?/home/job#requirements
To Get an SEO Employment Eligibility Card

• First, receive an offer of employment from an on-campus employer. Your supervisor will complete a ‘Student Employment Verification Slip’ for you to bring to the Student Employment Office.

• Submit Section 1 of the I-9 Form online. See: https://www.rit.edu/emcs/seo/verification-process

• Complete Section 2 of the I-9 Form: Take your original required documents (Student Employment Verification Slip, I-20/DS-2019, Passport, I-94 record) to the SEO, located in the University Services Center, Room 1350

• Receive SEO Employment Eligibility Card and show it to your supervisor
J-1 On-Campus Work Authorization

• After being offered an on-campus job, submit the J-1 Employment Authorization Form on ISS Website:
  http://www.rit.edu/studentaffairs/iss/forms-documents/iss-forms

• ISS will email you when your Work Authorization Letter is ready for pick-up in the ISS office. Allow 2-3 business days.

• Do not work without first getting your Work Authorization letter!
Social Security Number (SSN)

In order to continue working on campus after you get your SEO card, you MUST have a Social Security Number.

**ISS is hosting a special trip to the Social Security Administration, just for RIT students to apply for their SSNs, on **_Saturday, September 8._**

Watch your RIT email for transportation sign-up information!

Documents needed to apply for an SSN:

- Hire Form (with signatures in **blue ink** from **Supervisor** and an **ISS advisor**)
- A completed Social Security Application form (ISS will give you the application)
- Passport
- I-20 or DS-2019
- I-94 record access: [www.CBP.gov/I94](http://www.CBP.gov/I94)
Important Reminders

• You MUST list your name on line 1 of the SSN application **EXACTLY** as it appears on your I-20/DS-2019, visa, and passport biographical page to **avoid delays** in processing your application.

• When you go to the Social Security Office, please request a **receipt** confirming submission of your application.

• You must first have an on-campus job to apply for a Social Security Number.

• You must apply for Social Security Number if you start an on-campus job. **Failure to apply for a Social Security Number will result in termination of your employment and RIT will be fined!**

• Students who accept employment at RIT **must** be willing to fulfill the commitment to their employer.

• If circumstances change and you are no longer able to work please give your employer a **minimum** of 2 weeks notice.
Can I Work Off-Campus?

There are three types of off-campus employment:

- F-1 Curricular Practical Training (CPT): for co-ops
- F-1 Optional Practical Training (OPT): for post-graduation work
- J-1 Academic Training (AT): for co-ops or post-graduation work

For all types, you must first have been enrolled full-time for a full academic year (fall + spring or spring + fall)

For all types, you must request work authorization **before** starting employment.
Employment Workshops

ISS offers CPT, OPT, and AT workshops for F-1 & J-1 students every semester

• Schedule of upcoming workshops will be sent via your RIT email

• **Register** for your chosen session through **CampusGroups**

• Please attend workshops to learn about **eligibility** and **application** processes!

• More info on CPT, OPT, and AT is available at:
  [https://www.rit.edu/studentaffairs/iss/immigration-visas/f-1-employment](https://www.rit.edu/studentaffairs/iss/immigration-visas/f-1-employment)
Notes about Co-ops

• Some Bachelor Degrees require co-op, some don’t. No graduate program requires co-op.

• Not all departments allow co-ops, and each department has different policies.

• **Remember**: 1 academic year in status *before* you can work off-campus

• All co-ops, whether paid or unpaid, require work authorization.

• **Request F-1 CPT or J-1 AT from ISS** as soon as you have registered for co-op and have a written offer letter.
Can I Volunteer?

**ALL** off-campus work requires authorization. This *includes* volunteering or working for free. The only exception is for jobs where no one is *ever* paid (ex: volunteer server at a soup kitchen for the poor).

If you are doing something that another person could be doing for pay, it is work and needs authorization/permission.
Tax Information

NY State and Federal Taxes will/should be deducted by your employer and sent to the government. You must file a tax return every year.

*Social Security* tax and *Medicare* tax should *not* be deducted from your paychecks.

RIT offers online software and several workshops for filing taxes prior to the April tax return filing deadline. Filing is required each year.
An Introduction to GLACIER for International Student Employees
What is GLACIER?

GLACIER is the tax software that RIT uses to manage the tax compliance for paying international employees.

Different tax rules apply to different international employees, based on factors like total time in the US and home country.

GLACIER is an online system. Access it from any device that has internet.
How Do I Use GLACIER?

When you start your job on campus, the Payroll Department will send you two emails:

**Email #1** will have detailed instructions on how to use GLACIER. It will come from a employee of RIT Payroll Department

**Email #2** will have a temporary username and password for you to use to login to GLACIER. It will come from Support@Online-Tax.net.

Read these emails very carefully.
They will include everything you need to complete GLACIER!
What If I Need Help?

• If you are confused about anything, need help, or have questions PLEASE contact the payroll Department!

• You are always welcome to go visit the Payroll Office: Eastman Hall (Bldg. #1) – the tall building across from the SAU
  • Next door to the Registrar’s Office (where you got your ID card)
QUESTIONS?