The Do’s and Don’ts of On + Off Campus Employment

19th August, 2019
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)
**Types of Work Authorization**

- **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
Steps Before Starting On-Campus Employment

- Be registered full time
- Find a position on campus
- Get an SEO Employment Eligibility Card
- *J-1 Students ONLY*: request on-campus work authorization.
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 14.**

*Watch your RIT email for transportation 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 on-campus job to apply for a Social Security Number.
Important Reminders

- 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.
Glacier Tax System Introduction
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?