On-Campus Employment

International Orientation 2018
What Options Are Available?

- On-campus positions for F-1 and J-1 students*
  - Student on-campus hourly positions
  - Research assistantship/ teaching assistantship
- No work can be done during the hours you are scheduled for class; it cannot interfere with full-time study
F-1/J-1 Visa Students

- F-1/J-1 students are **NOT** eligible for FWS Eligible positions (Federal Work Study)

- F-1/J-1 students must be enrolled full-time:
  - Undergraduate = 12 credit hours
  - Graduate = 9 credit hours
  - Graduate with assistantship = 6 credit hours
  - Or permission from the ISSC for reduced course load
J-1 Visa Students

- J-1 degree seeking ASU students require permission from the ISSC
  - Please visit the ISSC once you have received a job offer
  - ISSC must report employment to SEVIS
How Do I Apply For An On-Campus Job?

https://students.asu.edu/employment
On-Campus Employment Search

Job postings close at 3pm on the day of their close date
What Information Will I Need to Apply?

- Biographical information
- Resume
  - Name in (14-16 point font), phone number, email
  - Use a blank word document, limit to 1 page
  - Black and white, one page, easy to read font (10-12 point)
  - Make sure to customize to each specific job
What Information Will I Need to Apply?

- Cover letter
  - State the job and where you found the posting
  - Why are you a strong candidate?
  - Why do you want to work in that position?
  - Be specific!
- 3 References
Career Advising

Online Resources

Career Events

Career and Professional Development Services
Arizona State University
Fall 2018 Career Workshops & Events

• Boost Your Resume Without Work Experience
• Networking Fundamentals
• Discussing Work Authorization With Employers
• Internship and Job Success
• A World of Opportunity: China and India
• Student & Alumni Virtual Networking: China, India, Middle East
• Global Virtual Career Fair

asu.edu/career | careerservices@asu.edu | 480-965-2350
What Can I Expect After Applying?

- Check application portal for status update

- Make sure to check email and voicemail daily
  - You will be invited for an interview through email or phone
  - If no longer interested, be honest and say ‘no thank you’

- No contact within the next 30-60 days
  - Likely the dept. has chosen another candidate
  - Dept. may not ever decline your application; this is normal

- Apply for multiple positions
What Do I need to Give to the ISSC?

- Employer Letter (ask ISSC for letter sample) to request for Social Security Letter
  - You may apply no sooner than 10 days after arrival in the U.S.
- Confirm full-time enrollment
- Completion of SEVIS New Student Check-in through MyASU

International Orientation 2018
What Do I need From the ISSC?

- Social Security Recommendation Letter
- Instructions on how to apply for Social Security Number
- Completed Social Security Application
- Continued Attendance I-20 (For transfer students)
ASU Student Employee Responsibilities
How Many Hours Per Week Can I Work?

- Fall and Spring semesters - no more than 20 hours per week
  - If you have more than one employer, no more than 20 hours per week combined.

- During the break - up to 40 hours per week
  - If you have more than one employer, no more than 40 hours per week combined.

- No more than an average of 25 hours per week over a rolling 12 months
  - These limits apply to all jobs combined, including hours associated with stipends paid for services.
When Can I Begin Working at ASU?

- New and transfer F-1/J-1 international student must:
  - Complete New Student Check-in through MyASU
  - Enroll full-time
  - Complete SEVIS Registration before starting to work on-campus

- Summer on-campus job
  - Registered full-time for Fall semester in order to work during the summer

- J-1 student must receive approval from International Students and Scholars Center or their program sponsors

- Only allowed to work on campus until degree completion date