What Options Are Available to International Students Seeking Jobs?

- 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 positions (Federal Work Study)

- F-1/J-1 graduate 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 Documents or Information Will I Need to Provide When Applying?

- 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 Documents or Information Will I Need to Provide When Applying?

- 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
Need Help Crafting Your Cover Letter or Resume?

- Visit Career & Professional Development Services, Fulton, or W.P. Carey Career Centers
  - Use Resume Dropbox
  - Rapid Resume Review
  - Log on to Handshake!
    - ASU.JoinHandshake.com
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 Offer 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.
  - F-1 students must receive a job offer to apply for a SSN
- Confirm full-time enrollment
- Completion of SEVIS New Student Check-in through MyASU
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 20 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 International Students 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
  - Must preregistered 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
- International students are only allowed to work on campus in student worker positions until degree completion date
Where Can I Ask Questions About My Work Eligibility?

- International Students and Scholars Center
  - Email: issc@asu.edu
  - Phone: 480-727-4776
  - In person: Student Services Building (SSV) 170
    - Student Services Building (1st floor)
    - 1151 S. Forest Ave., Tempe, AZ 85287

- Walk-in Advising Hours
  - Monday, Tuesday, Thursday & Friday
  - 9am – 11am & 1pm – 3pm