

OFFICE OF  
**International Education**

**Please Return To OIE:**  
Office of International Education  
Marquette University  
Holthusen Hall, 4th floor  
P.O. Box 1881  
Milwaukee, WI 53201  
Email: world@marquette.edu

**REQUEST FOR CONFIRMATION OF F-1 ON-CAMPUS  
EMPLOYMENT AUTHORIZATION**

To receive a written confirmation that you have legal authorization for on-campus employment, please complete this form and bring it with your Passport, Form I-94, and Form I-20 to the Office of International Education.

**Please Print**

Family name \_\_\_\_\_ Given name \_\_\_\_\_

MU ID \_\_\_\_\_ Date of birth \_\_\_\_\_(MM/DD/YY)

Are you a graduate student who will be employed as a Graduate Teaching Assistant or Graduate Research Assistant?  Yes  No

Is this your first job for Marquette?  Yes  No

Do you have a Social Security Number  Yes  No

If **No**, review the procedures for obtaining your Social Security number (on the OIE website and in your orientation materials) or inquire at OIE.

**Please answer each of the following questions True or False**

- 1. I have read the information about F-1 employment at the bottom of this document.  True  False
- 2. I have not been employed in the United States without legal authorization.  True  False
- 3. I will keep my Passport valid continuously.  True  False
- 4. I understand that on-campus employment while school is in session during the fall and spring semesters must not exceed 20 hours in any one week, but may be full-time during vacation periods. (If I have a Teaching or Research Assistantship, I will obtain permission for additional employment from the Graduate School.)  True  False
- 5. I understand that I may work on campus during vacation periods only if I have completed the requirements to continue my Marquette studies in the term following the vacation or, if I am transferring to another university after the vacation, that I may be employed at Marquette only until my SEVIS release date.  True  False
- 6. I understand that my on-campus employment is authorized only while I maintain my valid Marquette F-1 status. If I do not maintain my status, I will stop work immediately.  True  False

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Excerpts from the Code of Federal Regulations, 8 CFR214.2(f)(9)(i):**

On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school. Employment with on-site commercial firms...which do not provide direct student services is not deemed on-campus employment... In the case of off-campus locations, the educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment must be an integral part of the student's educational program.

Employment authorized under this paragraph must not exceed 20 hours a week while school is in session...An F-1 student may, however, work on campus full-time when school is not in session or during the annual vacation. A student who has been issued a Form I-20 A-B to begin a new program and who intends to enroll for the next regular academic year, term, or session at the institution which issued the Form I-20 A-B may continue on-campus employment incident to status. Otherwise, an F-1 student may not engage in on-campus employment after completing a course of study.

An F-1 student may engage in any on-campus employment authorized under this paragraph which will not displace United States residents.

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**For OIE use only:**

Step One: Passport positive ID \_\_\_\_\_ exp date \_\_\_\_\_ Visa F-1 \_\_\_\_\_ indicates MU \_\_\_\_\_

Form I-20 issued by MUDSO \_\_\_\_\_ on (date) \_\_\_\_\_ Form issue reason \_\_\_\_\_ Program end date \_\_\_\_\_

Entry on (date) \_\_\_\_\_ as F-1 \_\_\_\_\_ for D/S \_\_\_\_\_ Step 1 completed by \_\_\_\_\_ on \_\_\_\_\_

Step Two: Student is Full-time: \_\_\_\_\_ CQPA is satisfactory: \_\_\_\_\_ Student I-file status is clear: \_\_\_\_\_

Action: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_