ON-CAMPUS EMPLOYMENT FOR ESL STUDENTS

All students must maintain valid immigration status in order to work on campus.

On-campus employment is considered a job that takes place on the school’s premises and when the paycheck is issued by The University of Texas at Austin. If you are applying for a job on campus and you learn that an office other than the University is going to pay you, please check with an Immigration Advisor before accepting the job.

**F-1 Students:** You may work up to 20 hours per week during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed only during official university holidays (i.e. Spring Break & winter holidays) for enrolled and continuing students. No special permission is necessary; however, a valid I-20 issued by The University of Texas at Austin is required.

**J-1 Students:** If your DS-2019 is issued by The University of Texas at Austin, then your ability to work on campus is the same as that of F-1 students. However, if your DS-2019 is issued by another agency then there must be written authorization from the program sponsor allowing you to work on the UT Austin campus.

**Finding a Job**
- UT Austin Job Search is the overall job applicant service for The University of Texas at Austin. As an international student, you should only be looking for jobs that are for 20 hours/week or less. Open positions are listed on the web at [http://utdirect.utexas.edu/jobs/](http://utdirect.utexas.edu/jobs/)

- Ask about job openings at the following offices on campus:
  - The Texas Union
  - UT Housing and Food Services (KIN Building)
  - The University Co-op (although this bookstore is physically across the street from the UT campus, it is considered on-campus employment).

*ESL students are NOT eligible for “student” title positions. Make sure to inquire with an Immigration Advisor in the International Office and the hiring department regarding your employment eligibility as an ESL student.*

**Electronic Funds Transfer**
You should arrange for Electronic Funds Transfer (EFT) if you work on campus. Before you can establish EFT, you need to open an account at a local bank. To arrange for EFT, please access the following web site: [http://www.utexas.edu/business/accounting/sar/stdpubs.html](http://www.utexas.edu/business/accounting/sar/stdpubs.html)

**Working off campus is not permitted!**