

ADVISEMENT NOTICE FOR F-1 STUDENT WORKERS

First Name

Last Name

Monroe ID #

Physical Address in the U.S. (Building number, street name, apartment/floor/suite number, city, state, and zip)

Email Address

U.S. Cell Phone Number

Academic Program (check one): ☐ ELLI ☐ Certificate ☐ Associate ☐ Bachelor ☐ Master's

SEVIS ID Number (top left corner of I-20): N

Congratulations on your new job as an F-1 student worker at Monroe University!

Now that you are hired, you are responsible for informing yourself about the regulations for F-1 students working on-campus.

YOU MUST READ THE INFORMATION ON THESE TWO WEBSITES AS YOU GET READY TO START WORK:

- <https://studyinthestates.dhs.gov/working-in-the-united-states>
- <http://www.ice.gov/sevis/employment>

HERE ARE A FEW BASIC GUIDELINES TO KNOW AND REMEMBER:

- Your supervisor determines your hours and they cannot exceed 20 hours per week. The only exception is when school is not in session or you are on an authorized semester off (annual vacation).
- You cannot work after the last day of your academic program. There is no such thing as “volunteering until my OPT begins”. If you are offered a position after you finish your program and it is **directly related to your major**, you may begin working again after you get your OPT card from USCIS and after your OPT start date (which will be printed on the card) has been reached.
- If you need a *Social Security Number* (SSN), ask your *Designated School Official* (DSO) for a special letter to take to your local *Social Security Administration* office.
- Your DSO is available to answer any of your questions about working on-campus as an F-1 student.

Now let's make sure your record is updated in the SEVIS database and get you to sign off on this form.

If you are offered a position as a student worker, you must notify the DSO.

Department Where Employed

Campus (NR/BX)

Supervisor's Name

Supervisor's Direct Phone #

HR Signature

Date