

On-Campus Employment Guidelines For International Students/Scholars and Hiring Units at WSU

Office of International Students and Scholars (OISS), Bryan Hall 108, (509) 335-4508, oiss@wsu.edu

- **Disclaimer:** This is only a *brief summary* of highly detailed and complex regulations; for more information, please contact OISS.
- **Annual vacation periods** include spring, summer, Thanksgiving and winter breaks.
- For more information including the F-1 Curricular/Optional Practical Training, please visit the OISS website at: www.ip.wsu.edu/oiss
- WSU on-campus job listings are available at WSU Human Resource Services at: www.hrs.wsu.edu

To be eligible for any employment students/scholars must be in lawful status while in the United States.

Visa Type	Employment During Fall/Spring School Year	Employment During Annual Vacation Periods (defined above)	Special Notes
F-1	Limited to 20 hours/week when school is in session.	Immigration law permits students to work 40 hours/week during annual vacation periods. *However, the State of Washington has rules that govern any enrolled student. (See "State of Washington Regulations" below.)	To obtain a Social Security Card, F-1 students require verification of employment.
F-2 (dependents)	Not permitted to work at any time.	Not permitted to work at any time.	
J-1	J-1 students: Limited to 20 hours/week when school is in session. J-1 scholars: May only engage in the activity described on the DS-2019 unless they obtain written permission to do other work related to their original objective for being in the U.S.	Immigration law permits students to work 40 hours/week during annual vacation periods. *However, the State of Washington has rules that govern any enrolled student. (See "State of Washington Regulations" below.)	J-1 students: Must obtain a letter from the J program sponsor authorizing them to work.
J-2 (dependents)	Not limited in the number of hours they may work.	Immigration law does not limit in the number of hours they may work. **However, the State of Washington has rules that govern temporary employment. (See "State of Washington Regulations" below.)	Must have a valid Employment Authorization Document issued by the Immigration Services.

State of Washington Regulations

*Under the State of Washington regulations, **all enrolled students** (both domestic and international) are limited to **516 hours of on-campus employment in 6 consecutive months** (average of 20 hours/week) excluding vacation periods and those students working in their major field of study. If an enrolled student works more than 20 hours/week during summer break, the student may later be required to stop working or cut back to remain within the 516-hour limit.

**Under State of Washington regulations, non-student temporary employees are limited to 1050 hours (excluding overtime hours) in any 12 consecutive month period measured from the original date of non-student temporary employment. Monitored hours are displayed on the employee's earnings statement.

Please contact WSU Human Resource Services at (509) 335-4521 for more information about the State of Washington regulations.