

Certification of On-Campus Employment Eligibility

Student Name: _____ Citizen of: _____

Student ID Number: _____

The above-referenced F-1 student has been offered a job at Arkansas Tech University as a student worker. The student is enrolled at Arkansas Tech University.

Limitations on Employment: On-campus employment is available only to those students who are maintaining their status and are enrolled in a full course of study. Students may work during vacations if they have enrolled for the next semester. On-campus employment must not exceed 20 hours per week while school is in session. If this student is employed elsewhere on-campus or is employed off-campus with proper authorization, that work must also be counted toward the 20 hour limit. Full-time employment is permissible between school terms and during holidays and vacations, including summer vacations.

Employment Eligibility Verification: If you employ this student, you and the student are required to complete a form entitled "Employment Eligibility Verification" (Form I-9), which the employer retains.

Tax Concerns: In general, F-1 students who have been in the United States less than five years are exempt from Social Security (F.I.C.A.) taxes. The earnings of F-1 students are subject to applicable federal, state and local taxes, and these amounts may be withheld from paychecks. All students must file an income tax return on or before April 15 each year, which will determine if withheld taxes can be reclaimed. Additionally, Form 8843 must be submitted with the tax return.

Maintenance of Lawful Status: In order to preserve on-campus employment eligibility, F-1 students must maintain their lawful status. Among other requirements, this means that they must (1) enroll in a full course of study during the academic year, (2) maintain their eligibility to enroll, (3) limit all employment to 20 hours per week while school is in session and (4) refrain from off-campus employment without authorization.

If you have any questions regarding this student's eligibility to be employed, please contact this office.

Signature of Designated School Official: _____

Name and Title: _____

Department: International and Multicultural Student Services

Date: _____

Note: This document may not be used to complete Form I-9.