INTERNATIONAL STUDENTS & ON CAMPUS EMPLOYMENT

YOUR CAMPUS * YOUR EXPERIENCE

Learn how to navigate the UVM search tools and find open positions you CAN apply for.
YOU CAN WORK ON CAMPUS

• While attending classes

• Doesn’t need to be related to field of study

• Must maintain F-1 or J-1 status

• J-1 students need to fill out a form and get approval from OIE
GUESS THE BENEFITS

• EXTRA $$
• EXPERIENCE - it looks good on your resume
• MEET NEW PEOPLE - practice English
• DEVELOP SKILLS
• LEARN TIME MANAGEMENT SKILLS
• RECOMMENDATION LETTERS & REFERENCES
CAMPUS EMPLOYMENT INCLUDES

• Teaching or Research Assistant

• Jobs at university library, dorm dining facilities, laboratories, administrative offices

• Employment with on location commercial firms which provide services to students on campus or restaurants located in a University owned building
REQUIREMENTS

• Enrolled in a full course of study during academic year

• May not work more than 20-hours per week on-campus during academic year

• Can work full-time on-campus during vacation periods

• J-1 students sponsored by the University of Vermont should complete the On-Campus Employment Authorization form to obtain written approval from OIE.

• Can not participate in 'on-campus employment' after completing requirements for your degree.

• You are not eligible for the UVM work-study program.
CONSIDER

• Does this job good on resume and provides learning experiences and valuable skills (communication skills, computer skills, etc.)?

• Could this job lead to a better job? For example, work as a grader, then go on to become a teaching assistant (TA).

• It is quite possible for an international student to be hired as a Graduate Student Instructor (GSI) or as a Research Assistant (RA). Both GSIs and RAs generally receive tuition, a stipend and university benefits. You may receive a GSI or RA award either from your department or another department on campus. For most departments, an international student applying for a GSI position must take a test called the International Teaching Assistant English Evaluation, or the ITA Test. If you would like to become a GSI, be sure to ask the department when you should take the ITA test in order to be considered for a teaching assistantship.
Applying for On-Campus Jobs: Student Employment Office
TIPS FOR GETTING A JOB

• Don't be afraid to ask for what you want
• Have confidence
• Approach prospective employers
• Practice answering questions employers might ask
• Hygiene and attire
• Visit the Career Center and ask for support
BEFORE YOU START WORK- GO TO OIE

• **Employment Eligibility Verification:** When you begin on campus work, you must complete an I-9 form (Employment Eligibility Verification) and an International Information Form at the Office of International Education. These forms will be filled out during international student orientation at the beginning of each semester or within a few days of your arrival at UVM. Please bring your valid passport with visa stamp, I-94 card and your current I-20.

• **Social Security Numbers:** You will also need a social security number in order to be employed. Please see information to the right on how to obtain a Social Security card.

• **Income Taxes:** Your wages may be subject to certain U.S. taxes, and you are required to file federal and state tax forms by April 15th following the end of each tax year.
QUESTIONS?