



HIRING INTERNATIONAL STUDENTS WORKERS PROCEDURES

The International Student & Scholar Services Office (ISSS Office), the Department of Human Resources, and the Payroll Office have documented the procedures for hiring SMU international students on F1 or J1 visas. By following the procedures outlined below, you will help ensure that SMU and its international student workers are in compliance.

The ISSS Office is required to report the activities of international students (including on-campus work) through the Student and Exchange Visitor Information System (SEVIS) to the federal government. Therefore, departmental supervisors and faculty who hire international students must ensure that appropriate procedures are followed.

If SMU violates federal government compliance regulations by hiring (or continuing to employ) an international student who is not authorized by the ISSS Office to work, there could be consequences as serious as termination of the SEVIS program at the University. This would result in the University being unable to host international students and scholars.

Procedures for Hiring International Workers – Must be completed prior to student beginning employment

- Review **On Campus Employment Checklist** for International Student Workers.
- The supervisor will download the **Work Eligibility Form** from the ISSS website. Please fill out the portion that is to be completed by the hiring supervisor. The date range for hiring an international student cannot span more than one SMU academic year. A new Work Eligibility Form is required each academic year to ensure that the international student is still eligible to work.
- The supervisor must complete a **PAF (Payroll Authorization Form)** for the job.
- Prior to performing any work for the job, the student must take the Work Eligibility Form and the PAF to the ISSS Office in the International Center. An International Services Specialist in the ISSS Office must sign both documents before the student starts working.
- The student takes the Work Eligibility form to Human Resources for I-9 Verification
- The student returns the Work Eligibility form to supervisor for duration of employment

How many hours can International Students work?

The federal government allows international students who are enrolled in classes at SMU to work on campus for a maximum of **20 hours per week during the fall and spring academic terms.**

- During the summer and winter breaks, international students may work for SMU on campus for up to 40 hours per week.
- Graduates who are authorized to work under Optional Practical Training may work up to 40 hours per week but must have an Employment Authorization Document (EAD) due to Optional Practical Training.
- Adherence to federal regulations that govern the hiring of international students is as important to the individual visitor as it is to SMU. If an international student works more than 20 hours in one week during the fall or spring academic term, there are potentially severe consequences for the student whose immigration status could be revoked.

All worked hours must be monitored and submitted in a timely manner by the supervisor.

When can International Students work? International Students must have approval from the ISSS office before beginning employment, and may receive work authorization for up to one (1) academic year. An international student who is expected to graduate in the current academic year cannot work beyond his or her work authorization date, which is typically the official end date of the semester/school session. The end date of the job cannot exceed this date, and the supervisor must ensure that the student does not work beyond the stated termination date without receiving a new work authorization from the International Student/Scholar Services Office.

Can International Students have more than one job? International students can have more than one on-campus job as long as the hours do not exceed 20 hours a week. If an International Teaching Assistant (TA) or Research Assistant (RA) job is presumed to be a 20-hour per week job, an international student working as a TA or RA can only be hired for that job.