ON-CAMPUS EMPLOYMENT FOR F-1/J-1 STUDENTS

As an F-1 student, you may apply for on-campus employment provided that you are authorized by the USCIS to attend Pace University, and you are maintaining full-time status. You can begin working on campus immediately (as soon as the semester begins). You will need a Social Security Number in order to get paid, so be sure to start that process as soon as you get a job offer from the Human Resources office at Pace.

As a J-1 student you must have authorization for on-campus employment from your Home School Study Abroad Coordinator and Pace University International Student and School Office.

What is considered on-campus employment?

On-campus employment means that you will be working on Pace University premises (perhaps in the library or your academic department). It also includes working for a commercial firm that provides direct services to Pace University students (such as cafeteria food services).

How many hours can I work?

You can work up to 20 hours per week while school is in session. You may be eligible for full time employment during vacation periods and holidays.

How do I find out about jobs on campus?

On-campus openings for a student-aid position can be reviewed here: http://www.pace.edu/human-resources/employment-pace/student-employment-applying-on-campus-jobs

Human resources contact info:
NYC: (212) 346-1630; Westchester: (914) 923-2730
OFF-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

USCIS offers F-1 students the opportunity to gain practical experience working off-campus by receiving authorization to participate in Practical Training. In order to participate in Practical Training, students must have completed one full academic year (two consecutive semesters studying in a degree program; semesters spent studying English are not included) and be maintaining valid F-1 status. The work completed during Practical Training must be directly related to your major. There are two types of Practical Training available to you: Curricular Practical Training (CPT) and Optional Practical Training (OPT). Please meet with an advisor to discuss your eligibility for Practical Training. Attending an employment workshop is highly recommended. For a schedule of CPT and OPT Workshops, please visit our website: http://www.pace.edu/iss/planning-to-work.

Curricular Practical Training (CPT)

Curricular Practical Training allows you to work off-campus in a position related to your field of study while you are a student at Pace. Employment under CPT must also be considered “an integral part of an established curriculum”. CPT falls into one of three categories:

1) The training or internship is noncredit and is required of all students as part of their degree program.

2) The training is required for a particular course, but not for all students pursuing the degree; the training must be taken for course credit and the course objectives must be clearly defined.

3) The training offered through the Pace University Cooperative Education Office which is an integral part of the curriculum but not required for a particular course or of all students in a degree program. The majority of Pace students obtain CPT authorization through the Co-op Office.

Please note that students may only work a total of 20 hours per week while school is in session. Students may work full-time during school breaks (winter, spring, and summer breaks).

Optional Practical Training (OPT)

OPT authorization allows you to work in the United States for a total of 12 months full-time in a position that is related to your major. In order to receive OPT authorization, an application must be submitted to and approved by USCIS. For post-completion OPT, students must apply during the last semester of study.