



INTERNATIONAL STUDENTS & SCHOLARS

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

NYC: 163 William Street, 16th Floor PLV: Kessel Student Center, 212
Phone: (212) 346-1368
www.pace.edu/iss

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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.