

OVERVIEW

F-1 & J-1 students are eligible to work on-campus while enrolled at Rutgers. The work does not need to be related to your field of study. You must maintain legal F-1 or J-1 status while engaging in on-campus employment.

J-1 students sponsored by Rutgers University should complete the [On-Campus Employment Authorization](#) form to obtain approval from the [Rutgers Global - International Student & Scholars Office](#).

BENEFITS

- Earn money!
- Make connections with Rutgers Community (Faculty/Staff, Students) and develop communication skills.
- Learn to manage your time and juggle many projects at once.
- Recommendation letters and personal references for future employment or education.

DEFINITION OF ON-CAMPUS EMPLOYMENT

- On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, residence halls, dining facilities, laboratories, and administrative offices.
- On-campus employment must either be performed on the school's premises, (including on-location commercial firms that provide services for students on campus, such as the school bookstore/cafeteria), or at an off-campus location that is educationally affiliated with Rutgers. Employment with on-site commercial firms, such as a construction company building a school building, that do not provide direct student services is not deemed on-campus employment.
- [Rutgers Global-International Students & Scholars](#) office provides on-campus employment workshops.

REQUIREMENTS

- You must be enrolled full time during fall and spring semesters.
- You may work up to 20 hours per week while school is in session.
- You may work more than 20 hours per week on-campus during official university holidays.
- On-campus work authorization ends when you complete your F-1 or J-1 program. However, you may work on-campus after your program ends if you have been issued another form of work-authorization (i.e. OPT or Academic Training).
- "On-campus employment for J-1 students is only authorized during the time stated on the [Employment Verification and Payroll Form for J-1 Students](#). A new on-campus employment authorization is required every time a J-1 student changes, adds, or extends a job on campus."

You are **not** eligible for the **Rutgers Federal Work-Study program (FWS)**. The work-study program provides jobs for U.S. students with financial need, allowing them to earn money to help pay for education expenses. Under the work-study program, a percentage of a student's earnings is paid through federal or state funds, and the remainder is paid by the student's employer.

WHAT TO CONSIDER

- Preferably, the job should be one that looks good on a resume and provides learning experiences and valuable skills (communication skills, computer skills, etc.).
- Try to choose a job which might eventually lead to a better job. For example, work as a Grader, then go on to become a Teaching Assistant (TA).

Graduate Students: It's possible for an international student to be hired as a Graduate Assistant (GA) or as a Teaching Assistant (TA). Both GAs and TAs generally receive tuition, a stipend and university benefits. You may receive a GA or TA award either from your academic department or another department on campus. If you would like to become a GA/TA, be sure to ask your academic department about available opportunities.

U.S. TAXES

When you begin working on-campus, you will be required to pay tax on your earnings. You may qualify for exemptions if your home country has a [tax treaty](#) with the United States. Before you begin working, you should provide your employer with a completed W-4 which determines how much of your income will be withheld as an estimate of your likely taxes for that period. You should receive an email from University Payroll Services asking you to complete the Glacier Nonresident Alien Tax Compliance System for tax filing. The W-4 would be generated upon completion of the Glacier program.

Between January and mid-April of each year, you must file for taxes if you have earned any income from the previous year. Rutgers Global-International Student and Scholar Services provides **free** tax return software, [Glacier Tax Prep](#), for international students to use to file their U.S. federal tax return.

When filing for taxes, please note that the first 5 years (or any part thereof) of being in the U.S., you are considered a non-resident for federal tax purposes. However, if you are married to a resident for tax purposes, you can choose to file as resident. You are considered a resident for New Jersey state tax purposes if you live and work in New Jersey.

DOCUMENTATION NEEDED AFTER GETTING A JOB

When you get an on-campus job, you will need to:

1. Attend an [on-campus employment workshop](#) to receive necessary documents (International Payroll Form, W-4) for the employer and to apply for a Social Security Number.
2. Apply for a Social Security Number if you do not have one: [RU Global Social Security Information](#)
3. Submit documents (International Payroll Form, W-4, I-9 information, SSN or SSN receipt) to the employer.

TIPS FOR GETTING AN ON-CAMPUS JOB

- There is no central hiring office for student jobs. You must visit each individual office and ask for information there. The next sheet provides examples of various sources of on-campus. Most on campus jobs are available via [Rutgers Handshake](#)
- Don't be afraid to ask questions about the job and the time commitment.
- Have confidence - Approach academic departments to inquire about current openings.

OBTAINING A RESUME

Several positions on and off-campus require a U.S. resume. [University Career Services](#) can help you get started on your U.S. resume. Review the following [Resume Examples](#) and visit our [Resume Drop-In Hours](#) for a 15-minute Resume Review!

ON- CAMPUS JOBS

On Campus Jobs are Available via [Rutgers Handshake](#)

You could also search for on-campus jobs by searching for student employment opportunities in each department's website: Some examples are included below:

Barnes & Noble	Campus Information Services (CIS)	Eagleton Institute of Politics
Office of Disability Services	Office of Information Technology (OIT)	Recreation Centers
Residence Life	Rutgers Athletics	Rutgers Athletics – Tutoring
Rutgers Dining Services	Rutgers Learning Centers	Rutgers Police (RUPD)