

# On-Campus Employment for International Students



Trinity University - International Programs Office  
One Trinity Place ~ San Antonio ~ TX ~ 78212-7200  
Phone: (210) 999-7313 ~ Fax (210) 999-7305

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## **F-1 Visa Holders:**

Students may work up to 20 hours per week during the fall and spring semesters. Full-time employment up to 40 hours per week is allowed during vacation periods and summer for enrolled and continuing students. No special permission is necessary, however a valid I-20 issued by Trinity University and Social Security number issued by Social Security Administration are required. For more information, please contact Inessa Stepanenko, International Student Advisor at ext. 7505 or via e-mail [inessa@trinity.edu](mailto:inessa@trinity.edu).

## **J-1 Visa Holders:**

If the DS-2019 is issued by the Trinity University, then the ability to work on-campus is the same as F-1 visa holders. For more information, please contact Pamela Johnston, Director of Human Resources and J-1 Officer at ext. 7507 or via e-mail [pamela.johnston@trinity.edu](mailto:pamela.johnston@trinity.edu).

## **Finding a Job:**

An essential part of Trinity's workforce is made up of many international students who participate in Student Employment program. Students interested in obtaining an institutional student position should follow these steps to find a job on campus and complete the payroll process:

- Bring your identification (as required on the I-9 form), Social Security card and I-20 to Human Resources, Northrup Hall, Room 108.
- Please review the list of vacant positions for student employment and select a job in which you are interested.
- Human Resources will assist you in contacting the department(s) of interest and schedule an interview for you.
- The process for obtaining Federal work-study jobs begins in the Financial Aid Office

Please note that as an international student, you should only be looking for jobs that are for 20 hours per week or less. For additional jobs, not advertised through Trinity University Human Resources Department, students should contact the departments directly to obtain information about employment. Please also note that federal law requires the I-9 form to be completed no later than 72 hours after the beginning of employment. Any student not completing the I-9 within that time must cease working and will not be paid until the form is completed in accordance with federal regulations.

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