



UNIVERSITY OF RICHMOND
FOUNDED 1830

International Student Employment Regulation of Non-Immigrant Visa Holder Work Hours

To be approved to work on campus, a non-immigrant visa holding student must follow US Immigration and Customs Enforcement regulations which stipulate the maximum number of hours the NIVH student is allowed to work each week.

A student in F-1 or J-1 visa status may work:

- 20 hours per week while school is in session
- 40 hours per week during official school breaks and in the summer (See the Student Employment Web Site, <http://oncampus.richmond.edu/urworkin/intl.htm> for partial week limits).

While supervisors have been informed of this policy, ***it is the student's responsibility to adhere to the correct number of weekly work hours.*** If a student has concerns about the number of work hours a supervisor has required, the student should contact the Student Employment Office in Financial Aid, prior to working the hours.

To remain "in status" and eligible to work, a NIVH student must adhere to the 20/40 hour per week rule. The total number of work hours is for all combined jobs worked on campus each week. (For example, if a student has two jobs during the school year and in the same week works 10 hours in one job and 11 hours in the second job, the student would be violation of the US government regulations because the student worked 21 total hours.)

Also, if a student is employed in a salary (RA, Drill Instructor, etc.) or lump sum payment situation, the student should contact Student Employment if the student is unsure of how many hours to attribute to that week's total hours.

A NIVH student who works more than the proscribed maximum hours will be terminated from the Student Employment program. THIS WILL APPLY TO THE FIRST VIOLATION. The student's supervisor(s) will be notified of the student's termination.

Student's Signature

Date

I understand the information provided above. I understand that my eligibility to work is contingent upon my remaining in status. I understand that if I exceed my eligible employment hours, I will be terminated from the student employment program upon my first violation. I understand that I may contact Student Employment for assistance if I have any questions regarding my work hours. I have received a copy of this document for my records.

Student Copy

OIT Copy

Student Employment Office Copy