

# HOW TO: WORK ON CAMPUS

## BLUEGRASS COMMUNITY & TECHNICAL COLLEGE: INTERNATIONAL STUDENT SERVICES

As an F-1 visa-bearing international student, your primary responsibility is to be full-time student. However, USCIS regulations allow for F-1 students to work on their college campus for a maximum of 20 hours per week, when they are not in classes. To begin the process of obtaining a job, review the following “to-do” list:

### 1. FIND AVAILABLE STUDENT WORKER JOBS

- As a BCTC student, you are eligible to work on BCTC and University of Kentucky campuses, since we share campus space and services
- When looking for jobs, be aware that you are not eligible for Federal Work Study or other need-based positions

#### **Bluegrass Community and Technical College**

BCTC does not have a website for student worker positions. We suggest that you visit the following places on campus to inquire about possible open positions:

- College Bookstore: Cooper or Leestown Campus
- Library: Cooper or Newtown Campus
- Dining Services: Cooper Campus

#### **University of Kentucky**

Visit UK’s student employment website to learn more about possible opportunities to work on campus:

<http://www.uky.edu/hr/employment/student-employment>

### 2. RECEIVE JOB OFFER

After you have been offered a position, you will need to communicate with your new employer about your status. Make sure that they know you are an F-1 student and will require additional paperwork.

### 3. COMPLETE REQUIRED PAPERWORK

Visit the ISS Office (Oswald Building, 202A) or our website to obtain the “Employment Verification Form”. You must complete this form with your new employer for approval from the ISS Office. Once we have approved your employment, we will provide you with a letter for the Social Security Administration stating that we have authorized your employment & ensured that you are regulating your F-1 visa status.

### 4. VISIT THE SOCIAL SECURITY ADMINISTRATION (SSA)

Bring the following:

- Passport
- Most recent active I-20
- I-94 (obtain here: <https://i94.cbp.dhs.gov/I94>)
- Letter from the ISS Office
- Employment Verification Form

### 5. BEGIN WORKING

You do not have to have your social security card to begin working, since it may take several days to receive. You may provide your employer with the letter from SSA stating that you have applied for a number and may begin working.