PACE UNIVERSITY
Human Resources

Frequently Asked Questions for International Students seeking On-campus Employment

1. **Where can I find on-campus jobs?**

   All jobs can be found on our [Careers webpage.](#) For an easier application experience, you can view the internal job board by logging into your Pace Portal, then UKG Ready. Select the dropdown menu on the lefthand side and select "My Info," then "My Career."

   For additional guidance, you're welcome to reach out to TalentAC@pace.edu to arrange a screen sharing session via zoom and the Talent Team is happy to walk through our application process with you.

2. **Is there a waiting period before I can find on-campus employment?**

   An individual on a student visa is immediately eligible to begin on-campus employment as soon as the semester begins, and no waiting period applies. The employment assignment ends as soon as the student changes or loses F-1 status or graduates from the University.

3. **How many hours can I work?**

   In general, you can work a maximum of 20 hours per week during the academic year and a maximum of 35 hours per week during the summer and when classes are not in session.

4. **What documents do I need to submit to Human Resources to work at Pace University?**

    In addition to the [new hire paperwork](#) foreign nationals on an F-1 visa need to submit the following

documents:

- The I-94* printout ([U.S. Customs and Border Protection Arrival/Departure Record)](#)
  is now automated. *Note: Custom and Borders is no longer issuing I-94 cards.
- Passport
- Visa
- I-20
- U.S. Social Security Card (If you do not yet have a Social Security Card the HR
  department and International Students and Scholars Office will provide you with
  the necessary documentation to apply for one as it is required for employment).

5. **How can you retrieve an electronic I-94 and what is required to obtain one?**

   Visit [U.S. Customs and Border Protection website](#) in order to access your electronic I-94 print out.
   You will need to provide the following information:

   - Family/Last name
   - First name
   - Birth date
   - Passport number
   - Country of Issuance
   - Date of entry
   - Class of admission

6. **Can I work off-campus/outside the University with my F-1 visa status?**

   Students can obtain work/internship outside the University upon completion of two consecutive
   academic semesters. The [University's Career Services department](#) assists students with finding
   internships. Please also refer to the FAQs regarding Curricular Practical Training (CPT).

7. **What happens if I get a job off-campus/outside the University?**

   You must see a representative from the International Students and Scholars Office (ISS) who can
   process your off-campus employment eligibility. [Contact information for the ISS](#) [department](#) can be
   found on the Pace web site.

8. **What documentation is required to obtain a Social Security Number?**

Students who are authorized and have secured on-campus employment can apply for a Social Security Number at their regional Social Security Administration. Students must show evidence that an on-campus job has been offered and will begin in the next 30 days.

Eligible documentation:

- Letter of Employment - From Pace's HR Department
- Letter to show evidence of being a matriculated student – From International Students & Scholars Office (**NYC Location: One Pace Plaza, 2nd Floor; Pleasantville Location: Kessel Campus Center, 2nd Floor**)
- Passport
- SEVIS Generated Form I-20 or DS-2019
- Automated I-94 (U.S. Customs and Border Protection Arrival/Departure Record) printout

9. **Can I work while the Social Security Number is in process?**

   F–1 students may work while the application for the social security number is in process. **Please note:** Social Security card and updated tax forms must be submitted ASAP to the HR office once the student employee receives their new card or they will not be able to continue to work on campus.

10. **How long does it take to get the Social Security Number?**

    It generally takes approximately 2-3 weeks for the Social Security Administration (SSA) to issue the social security number (SSN) and card. However, it may take longer. The SSA must verify with US Citizenship and Immigration Services (USCIS) before issuing a number. This process may take up to 12 weeks to complete.

11. **What happens when I complete my academic studies and graduate?**

    F–1 students that are graduating can build a relationship with an employer through the use of Optional Practical Training (OPT).

12. **What is OPT?**

    The Optional Practical Training is a granted benefit to the F-1 Status. It is *employment directly related*

to your field of study, following the completion of your academic degree.

13. Who is eligible for post-completion Optional Practical Training (OPT)?

Students are eligible to apply for post-completion Optional Practical Training (OPT) authorization if they:

- Have been a full-time student for at least one full academic year
- Are currently in lawful F-1 status
- Have completed all course requirements for their degree program
- Have not been previously authorized for 12 months of OPT during continuous study in the US at the same educational level
- Have not been authorized for 12 months or more of full-time Curricular Practical Training

14. When can I apply for Optional Practical Training?

Students can apply for this benefit while in their *last semester before graduation*.

15. How long does it take for Optional Practical Training approval?

It may take from 60-90 days for the Department of Homeland Security to approve the application. Upon approval, you will receive an Employment Authorization Document (EAD). You may not legally begin working until you receive the EAD card and the beginning employment date listed on the card has been reached.

16. Do I need to change or adjust my visa to qualify for OPT?

OPT is a post-completion benefit to the same F-1 visa.

17. How long is OPT for?

The Optional Training Period is granted for up to 12 months after graduation.

18. Can I request an extension? If so, how long is the OPT extension?

Many F-1 students with degrees in STEM (see #19 for definition) disciplines can obtain an additional

17-month extended OPT period, *if the employer participates in the E-Verify program (Pace University does participate)*. It is added to the existing 12 months of OPT period that is available to all qualifying F-1 students. This provides a total of 29 months of OPT.

19. **What are STEM students?**

The term STEM refers to any international students who have completed a degree in Science, Technology, Engineering or Math fields.

20. **How do I apply for the OPT extension?**

You must see a representative from the International Students and Scholars Office.

21. **What happens if I become unemployed during my authorized OPT?**

Students on a 12-month OPT can only be unemployed for the aggregate maximum allowed period of 90 days. However, students that were granted the 17-month extension are allowed 120 days over the course of the entire 29-month OPT period.