

Frequently Asked Questions for International Students seeking On-campus Employment

1. Where can I find 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 [Student Employment](#) and then [On-Campus Employment](#). If you are having trouble, please contact the Talent Team at StudentEC@pace.edu or call 202-741-4444. We are currently offering a virtual on-campus employment sharing session via zoom and the Talent Team is happy to walk through our application process with you.

2. Am I eligible for 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 paperwork do I need to complete?

In addition to the [new hire paperwork](#)

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).

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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

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Students can obtain work/internship outside the University upon completion of two consecutive academic semesters. The [€ Ö R D + . Ö 4 Y B . - + D D + w P R Ö S E D + i n f i n d i n g](#) assists students with finding internships. Please also refer to the FAQs regarding Curricular Practical Training (CPT).

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Students who are authorized and have secured on-campus employment can apply for a Social

to your field of study

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.