

TO: MiraCosta International Student (with F-1 visa)

RE: On-Campus Work Regulations

Congratulations on getting a job at MiraCosta College! Before you begin your work assignment, you must bring this form to the Institute for International Perspectives for a signature and agree to the following employment obligations:

- (1) You must maintain all F-1 visa requirements at all times while employed at MiraCosta, including maintaining enrollment for 12 units each fall and spring semester.
- (2) You **cannot** work more than **19.5 hours per week during an academic semester** (first day of semester until the last day of the semester). The limit on working hours is calculated for **all campus jobs** for any Sunday – Saturday period.
- (3) During breaks and summer session, international students **can** work more than 19.5 hours per week as long as you have a valid I-20 from MiraCosta **and** you plan to continue at MiraCosta for the following academic semester. You must receive permission from your supervisor and from Human Resources before changing your work schedule.
- (4) If you change your full-time enrollment at MiraCosta College, drop below 12 units, or petition for a degree or certificate during your last semester at MiraCosta College, contact the IIP before continuing campus employment.

Please be aware that immigration policy states that any violation of the work regulations listed above can terminate your F-1 visa status, without an option for reinstatement. Therefore, be sure to contact the Institute for International Perspectives **BEFORE** you make any changes to your work **OR** school schedule.

I understand the requirements listed above and agree to follow all campus and immigration rules while working on campus.

Student Name (print)

Signature

Date

As a MiraCosta College Designated School Official, I verify that the above named student is currently in F-1 student status and eligible for on-campus employment.

Designated School Official (print) Signature

Date