ON-CAMPUS JOB Information

Most on-campus jobs are based on Work-Study funding:
Unfortunately, international students are not eligible for Work Study funded jobs. You will need to rely on the funding source(s) you presented to the International Students & Scholars Office (ISSO) and the U.S. Embassy when issued F-1 or J-1 status. Below is a list of on-campus departments that sometimes offer non-work study funded positions for which international students can apply.

You may also utilize the Job Hawk Site: www.uml.edu/jobhawk
  - Navigate to, “JobHawk Login”
  - Click on “Students”
  - Click on “Find a Job”
  - Click on “International Students”
    to search for On-Campus Department funded positions

You are NOT eligible for any “off-campus” jobs listed on the Job Hawk Site unless you receive the PRIOR approval from ISSO through a new Form I-20 (for F-1 status) or Form DS-2019 (for J-1 status).

Where is it legally permitted for international students to work?
The F-1 and J-1 status only permits international students to work on campus (Campus Recreation Center, O’Leary & Lydon Library, etc). Any off-campus employment must be pre-approved by the ISSO and the student must be issued a new form I-20 or DS-2019. For off-campus vendors that provide services to the UMass Lowell population, which are located ON UMass Lowell Property, international students can ONLY work on UMass Lowell Property:

- **Campus Bookstore (Follett):** Students are only eligible to work physically on a UMass Campus and are NOT permitted to work at any other campus’s bookstore
- **Tsngas Center Cleaning Services (Emerald Green):** Students are only eligible to work physically at the UMass Lowell Tsngas Center and are permitted to work at LeLachuer Park ONLY during UMass Lowell games & functions. The Spinners League is not owned by UMass Lowell.
- **Tsngas Center Event Services (Spectra):** Students are only eligible to work physically at the UMass Lowell Tsngas Center. Students are NOT permitted to work at the Lowell Memorial Auditorium.
- **Dining Services (Aramark):** Students are only eligible to work physically on-campus.

Any variation from the above is a serious legal consequence and will result in a termination of the student’s legal status in the U.S. For any questions on the legality of permissible on-campus work, please contact Emily_Fritz@uml.edu

How Many Hours Per week are International Students permitted to work?
International students are permitted to work on-campus for up to 20 hours per week during the academic semester. (This is 20 hours per week in total of all combined on-campus jobs. It is not 20 hours per job.) During the UML school vacation periods, international students are permitted to work on-campus on a full-time basis.

Tel: 1.978.934.2383
Fax: 1.978.934.3022
Email: isso@uml.edu
www.facebook.com/umlowellisso
Regarding Social Security & On-Campus Jobs for International Students:
You do not need to have a Social Security # to apply for or be offered an On-Campus job. You will need to have a Social Security # before starting the job. It only takes two weeks to obtain a Social Security card. Our office is willing to explain this to any UMass Lowell hiring department that may be reluctant to offer you a job for lack of a Social Security card. If you encounter this problem, please ask them to contact ISSO at isso@uml.edu or have them call us at 978-934-2383. Always obtain their name and telephone # and we will be happy to call them to explain the process and to make them feel comfortable in offering you a job.

Please remember that you do NOT need a Social Security # to open a bank account or to do any business in the U.S. Your passport and a brief explanation of your status will suffice. If you ever need our office to write a letter or call anyone to explain your status, we’re happy to do so. In order to open a Bank account in the U.S. without a Social Security #, you simply need to complete a W-8 Form, http://www.irs.gov/pub/irs-pdf/fw8ben.pdf, which can also be obtained by any Bank Teller.

How Many Hours Per week can an International Student Work On-Campus: International Students must maintain full-time status at all times and follow all legal requirements of their F-1 or J-1 student status. F-1 and J-1 students are permitted to work on-campus for up to 20 hours per week. This is 20 hours per week in total of all combined On-Campus jobs. It is not 20 hours per job. During the recognized UMass Lowell vacation periods, international students in F-1 or J-1 status are permitted to work On-Campus on a full-time basis as long as they’re complying with all other F-1 & J-1 status requirements. For questions on your status, contact isso@uml.edu or call us at 978-934-2383.

J-1 students must report on-campus employment to ISSO at isso@uml.edu, both whenever they start or end an on-campus job.

All Off-Campus Work Authorization for F-1 or J-1 students must have the PRIOR approval of the International Students & Scholars Office and the issuance of a new Form I-20 or Form DS-2019. Failure to obtain Off-Campus Work Authorization through ISSO will jeopardize your F-1 or J-1 student status.

Below is a list of suggested On-Campus Departments:

Any employer other than those listed below is unacceptable as on-campus employment for international students. When in doubt, ALWAYS check with the International Students & Scholars Office first.

- **Your Academic Department** – check with your Academic Department first about job possibilities such as Teaching Assistantships, Research Assistantships, Graduate Assistantships or any other type of job within their department

- **The River Hawk Shop (Bookstore)**
  978-934-2623
  http://www.bkstr.com/umass-lowellstore/home
  University Crossing
  220 Pawtucket Street, Lowell, MA
  Hiring: Sam Khiev
  bookstore@uml.edu
  *Is only considered to be on-campus employment if the job is physically done at the UMass Lowell*

- **The Centers for Learning**
  978-934-2936
  http://www.uml.edu/class/
  South Campus: O'Leary Library, 1st Floor,
  North Campus: Southwick Hall, 308, Lowell
  Hiring: Judy Frank
  judy_frank@uml.edu

- **Campus Recreation Center**
  978-934-2348
  www.uml.edu/campusrecreation/
  100 Pawtucket Street, Lowell, MA
  Hiring: Peter Murray
  peter_murray@uml.edu

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- **O'Leary Library**
  978-934-4550
  [http://www.uml.edu/libraries/](http://www.uml.edu/libraries/)
  South Campus
  61 Wilder Street
  Lowell, MA
  Hiring: Shaun Sullivan
  Shaun_Sullivan@uml.edu

- **Aramark Food Services**
  978-934-5369
  [https://umasslowell.campusdish.com/](https://umasslowell.campusdish.com/)
  100 Pawtucket Street, Lowell, MA
  Hiring: Sandy Kopycinski
  Kopycinski-Sandy@aramark.com
  *Is only considered to be on-campus employment if the job is physically done at the UMass Lowell Campus. Any student found to have violated this will have their F-1 or J-1 status terminated.*

- **Tsongas Center**
  978-934-5760
  300 Martin Luther King Jr. Way
  Lowell, MA
  Hiring: Arlene McKinnon
  AMcKinnon@global-spectrum.com
  *Is only considered to be on-campus employment if the job is physically done at the UMass Lowell Campus. Please note: that Lowell Memorial Auditorium is NOT UMass Lowell property. Any student found to have violated this will have their F-1 or J-1 status terminated.*

- **UMass Lowell Inn & Conference Center**
  978-934-6917
  50 Warren Street, Lowell, MA
  Hiring: Christine Trainor & John Bowen
  umliccsales@aramark.com
  *Is only considered to be on-campus employment if the job is physically done at the UMass Lowell Campus. Any student found to have violated this will have their F-1 or J-1 status terminated.*

- **Transportation Services**
  978-934-2596
  [http://www.uml.edu/student-services/Transportation-Services/](http://www.uml.edu/student-services/Transportation-Services/)
  220 Pawtucket Street, Lowell, MA
  Hiring: Karina Cruz
  Transportation_Services@uml.edu