

**International Student**

**On-campus Employment**

International Programs  
7390 South 6th Street |Klamath Falls, OR 97601  
Phone: 971-380-5185 | Fax: 541-885-7758  
[KK-Int-Admissions@Klamathcc.edu](mailto:KK-Int-Admissions@Klamathcc.edu) |<https://www.klamathcc.edu/>

F-1 students are generally permitted to work part-time while they are attending Klamath Community College. This type of employment is governed by the following policies and guidelines. It does not require authorization from the International Programs Office if the student has a Social Security Number.

| **Characteristic** | **Note** |
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| **Preconditions** | New students may work after 30 days after the start of classes Continuing students may continue to work Transfer students may work after their immigration file has been transferred. |
| **Location** | The job must be considered "on-campus" |
| **Duration** | Can be used throughout period student is pursuing a full course of study.  Cannot be used after a student completes the course of study. |
| **Hours per week** | Limited to 20 hours per week while school is in session Can be full-time during official school breaks. |
| **Field/level of work** | Can be in any on-campus position that does not displace a U.S. worker Does not have to be related to course of study. |
| **Offer of employment** | Not required as a condition of eligibility. |
| **Effect on other work on campus** | If a student has more than 1 on-campus job, the total amount cannot exceed 20 hours per week. |
| **Approval process** | Employment is "incident to status," and does not require DSO or DHS approval. Student will need a Social Security Number (see *Process for Employment*) |
| **Miscellaneous** | Employment must not displace a U.S. resident |

**Process for Employment**

1. Secure an on-campus job.
2. Notify the international programs office and request an employment letter.
3. Apply for a Social Security Number at [www.socialsecurity.gov](http://www.socialsecurity.gov/)