

		NUMBER 1
MANUAL Student Employment Office Career Services	SECTION Finding Student Employees	PAGE 1 / 1
SUBJECT <i>International Student Eligibility</i>		REVISED

1. Upon hiring an international student, online employee clearance (www.ois.uic.edu) must be submitted by the hiring department first. The student then needs to proceed to the Office of International Services (OIS) who will then complete and approve the employee clearance. Once the student has been cleared by International Services, the student will need to report to the Student Employment Office. (An employee clearance must be done by OIS for each new student appointment.)

2. International students on visas are limited, by Federal law, to work a total of 50% time while school is in session. During breaks and approved off-semester or summer vacations, they may work up to a total of 100%. Departments are responsible for monitoring the time worked by the students. Additionally, hours for students with multiple student appointments must be monitored in conjunction with the other departments that the student is employed in.