



MEMORANDUM

To: All VEF Fellows
Cc: VEF Staff
From: Kien Pham, Executive Director
Date: December 20, 2005

Subject: Policy on On-Campus Employment

This is to inform you about our policy on on-campus employment. This memorandum supersedes all previous written or oral communication from VEF on the subject.

As a J-1 student, you are allowed to engage in part-time employment, separate from academic training, when the employment and you meet certain criteria.

The employment must occur on the premises of the university you are attending and must meet **one** of the following criteria:

1. Be required as part of the terms of a scholarship, fellowship, or assistantship awarded to you by the university, or
2. Be a required part of your course of study, such as a practicum or an internship, or
3. Be related to your field of study.

This employment must be authorized in writing by VEF **before** the employment period begins. The approval can be in periods of up to 12 months at a time.

In addition, as required by federal law, you must meet **all** of the following criteria:

1. Be in good academic standing.
2. Be enrolled in a full course of study (9 credits per term or full-time dissertation/thesis research during the academic year).
3. Be employed no more than 20 hours per week, except during the summer and official school breaks when it may then be full-time (over 20 hours per week).

You are permitted to have more than one on-campus job as long as the combined total number of hours worked does not exceed 20 hours per week during the academic year. If your total number of hours worked per week exceeds 20 hours or takes place off-campus, you must apply for academic training (see policy memo on academic training).

Procedures

1. You must complete the "**Application for On-Campus Employment**," available at www.vef.gov/veffellows and upload the offer letter of employment, which must include a) the start and end dates of the employment, b) the number of hours per week, c) the title of the position, and d) a description of your job duties.
2. Within two weeks from receiving of your completed online application, we will notify you in writing and, if approved, we will issue a letter of approval to your employer.