



Sharon Brooks
DIRECTOR OF CLIENT SERVICES

Research Foundation
The City University
of New York

230 West 41st Street
New York, NY 10036
212 417-8300
212 417-8689 fax
www.rfcuny.org

Guidelines for Hiring F-1 Academic Students

- Students on an F-1 visa may be placed on the Research Foundation payroll if they are attending a CUNY campus and have been granted on-campus employment authorization by the **DSO (Designated School Official)**.
- On-campus employment for F-1 students is work that takes place either at a CUNY campus or at an off-campus location that is educationally affiliated with CUNY.
- CUNY F-1 students that have been granted employment authorization are provided with a **Foreign Student Verification Form (FSVF)** for every semester they are authorized to work.
- F-1 students are permitted to work up to a maximum of 20 hours per week while school is in session, unless otherwise specified on the **I-20 Form**. They may work more than 20 hours weekly during the intersessions.
- F-1 visa holders are subject to special taxation regulations.

F-1 Students on Curricular Practical Training:

- When an F-1 student is granted **Curricular Practical Training (CPT)**, employment authorization is granted through the **I-20 Form**. For these individuals, the I-20 Form must indicate the CPT designation and the dates of work authorization.
- Non-CUNY F-1 students on CPT may be placed on the Research Foundation payroll if they are completing the CPT at a CUNY campus.
- F-1 visa holders on CPT are subject to special taxation regulations.

Important Terminology:

DSO: DSO stands for Designated School Official and refers to an agent at an educational institution that has been authorized by the United States Citizenship and Immigration Services (USCIS) to verify and certify information for international students and foreign nationals on campus.

FSVF: The Foreign Student Employment Verification Form (FSVF) is a CUNY form given to F-1 and J-1 students by the Designated School Official at the campus they are attending. The form verifies that these students are maintaining the status required by their visa and grants employment authorization for a specified period. In most instances, the form grants employment authorization on a semester by semester basis, which means these students must obtain a form for every semester they intend to work.

I-20 Form: The I-20 Form is a U.S. Department of State form issued to F-1 students by an authorized educational institution. Among other pertinent information, the form indicates the educational institution the individual is affiliated with and the course of study they are currently enrolled in.