

F-1 ON-CAMPUS EMPLOYMENT AT AN OFF-CAMPUS LOCATION

Note: Sponsored Students must see a Sponsored Student Programs (SSP) Advisor before applying.

Federal regulations permit a Texas A&M graduate student to conduct research at an off-campus location **IF** “the company/institution is educationally affiliated” with Texas A&M and **IF** “the educational affiliation is associated with” Texas A&M’s established curriculum.

It may also be research that is related to contractually-funded projects at the graduate level. This educational affiliation by contract allows students to conduct research under the supervision of a professor who has contract-based research grants which are not payable through the educational institution. An example of this “extended campus” concept follows: A university Anthropology department has entered into an agreement with the Museum of Natural History in a certain city to conduct a joint research program on Colonial Americans. University students of anthropology who are part of the research project attend classes and/or work on the research project as Research Assistants at the museum. These Research Assistants are considered to be engaging in on-campus employment in conjunction with their educational program at a location that is educationally related to the school. These students may be paid either by the museum or the university. In other words, it is a special opportunity to do research for an academic program at an off-campus location.

The research must be an integral part of the student’s educational program and be commensurate with the student’s level of study. Whether paid or unpaid, the student must obtain authorization to do this at the off-campus location.

The student must be registered full-time at Texas A&M when school is in session, and may not be compensated for more than 20 hours of work per week. The work can be full-time during Texas A&M vacation periods if the student is eligible for a vacation. See the first point on the On-Campus Employment handout (downloadable from the ISS website) for information regarding eligibility for a vacation.

The authorization must be granted before beginning this special type of on-campus work. To apply, the student submits the following:

1. **Departmental letter** (on letterhead) “To Whom It May Concern.” For **graduate students**, this must be written by the Academic Advisor and also signed by the graduate faculty member identified by the Office of Graduate Studies as authorized to sign as Department Head (Departmental Graduate Advisor). The advisors’ titles should be printed below the signatures. The letter should state:
 - a. The name of the company/institution at which the graduate student will work and the exact dates of work;
 - b. That the company/institution is educationally affiliated with Texas A&M, and that the educational affiliation is associated with Texas A&M’s established curriculum **OR** that the work is related to contractually-funded projects at the graduate level (see the example above);
 - c. That the work is an integral part of the student’s educational program that cannot be performed on campus, and is commensurate with the student’s level of study;
 - d. That the student is in good academic standing, **AND** the expected date of graduation (monthly/year).
1. **Student’s letter** addressed “To Whom It May Concern” stating:
 - a. That the student is in a legal status with U.S. Citizenship and Immigration Services (USCIS);
 - b. That the student will be compensated for no more than 20 hours of work per week except during school vacation periods for which the student is eligible.
2. Student’s current **Form I-20, I-94 and passport** (and for any F-2 dependents). The ISS advisor will photocopy the original documents.
3. **Employer’s letter** on letterhead stating the job title, that the student will not be compensated for more than 20 hours per week of employment, except during school vacation periods for which the student is eligible, exact dates of the work, and that the work is educationally affiliated with the student’s program at Texas A&M University. Salary and benefits should also be listed.