



International Student On-Campus Employment Guide

What is on-campus employment?

On-campus employment is any position located on North Park University's campus and paid by the university or an approved on-campus employer. Examples include positions in the library, athletics, student services, dining services, recreation, admissions, residence life, and academic departments.

Who is eligible to work on campus?

International students in **F-1 and J-1 status** are eligible to work in approved on-campus positions as long as they:

- Maintain valid F-1 or J-1 status
- Enroll full-time (unless otherwise authorized)
- Follow all university and U.S. immigration regulations

How many hours can I work?

- Up to **20 hours per week** while classes are in session.
- Up to **40 hours per week** during official university breaks (summer, winter, spring, and fall break)

How can I apply for an on campus job?

Log in to [Handshake](#) using your North Park email and password. Alternatively, some employers will post job openings in the NPU Weekly Email Announcements or on social media platforms.

- Select **Jobs**.
- Filter by **On-Campus** positions.
- International students should look for positions marked On-Campus, **Non-Work Study** (international students are not eligible for Federal Work Study).
- Apply directly through Handshake unless otherwise instructed

How can I create a resume?

The [Career Development Office \(CDIO\)](#) offers resume reviews, cover letter assistance, interview preparation, and career advising. Students are encouraged to use these free resources before applying for on-campus jobs. Questions? Email careers@northpark.edu.

Human Resources (HR) Forms

If this is your first on campus job at NPU, you will need to fill out the following [HR Forms](#):

- **Form I-9** (Employment Eligibility Verification)
- **Form W-4** (Federal Tax Withholding)
- **Form IL-W-4** (Illinois Tax)
- **Student Data Sheet**
- **Direct Deposit Form**
- Apply for an [SSN following these instructions](#) if you do not have one already
- Any additional payroll forms required by North Park University

Helpful resources:

- Sprintax: [Form W-4 Guide for Nonresident Aliens](#)
- [Sample W-4](#) (for illustrative purposes only)

U.S. Taxes and Payroll Basics

Depending on your situation, your paycheck may include deductions for:

- Federal income tax
- State income tax
- Other required deductions

Many F-1 students are exempt from Social Security and Medicare (FICA) taxes during their first five years in F-1 status, provided they remain [nonresident aliens for tax purposes](#).

Taxes due April 15

International students must file required U.S. tax forms each year by April 15. Please refer to the [OIA website](#) and emails sent each year to F and J students for more instructions.

Note: *OIA cannot provide advanced tax advice, please consult a tax accountant for complex questions.*

Additional FAQ

- ***Can I work before I receive a job offer?***
 - No. You must first be hired for an on campus job, then obtain a Social Security Number and complete all required NPU employment paperwork.
- ***Can I work more than one on-campus job?***
 - Yes, as long as your combined work hours do not exceed the allowed weekly limit.
- ***Who do I contact for more assistance?***
 - Office of International Affairs (OIA): international@northpark.edu
 - Human Resources: humanresources@northpark.edu
 - Your hiring supervisor