

## M E M O R A N D U M

Date: December 30, 2002

To: Dean, Directors and Department Heads

From: Juan A. Jarrett  
Assistant Vice Chancellor for Human Resources

Subject: Employment of F and J Visa Students

Graduate and undergraduate students who possess either F or J visas are limited by their visa status to no more than 20 hours per week of employment unless special permission is given by the International Programs Office and Immigration and Naturalization Services. All F and J student visa holders are informed of this limitation upon admission to the University of Massachusetts by the International Programs Office. Failure to adhere to the 20 hour per week limitation can place F and J students in violation of their visa status and may result in deportation.

Effective December 30, 2002, the Division of Human Resources will begin issuing reports to the International Programs Office for any F or J student employee or graduate student employee who exceeds the 20 hours per week limitation. F or J undergraduate or graduate student employees who exceed the limitation while classes are in session will not be allowed to continue employment until Human Resources receives a determination from the International Programs Office that the student employee may be rehired by the University.

Office managers and supervisors of F and J student employees should closely monitor the number of hours they work to ensure that these student employees do not exceed the 20 hour per week limitation. Human Resources will work with the Graduate School to review F and J students who have multiple jobs to ensure that they will not exceed the limitations if they are approved for multiple jobs. This includes employment at the Amherst Public Schools and the Five Colleges.

If you have any questions, please call my office at 545-0360.

c: Vice Chancellors  
Executive Area Administrative Officers  
Josh Kroner, Graduate School  
Frank Hegus, International Program Office  
Nancy Condon, International Program Office  
Cheryl Daggett, Human Resources