
 We truly appreciate your patience. Please note that e-form processing may take up to 15 business days.
U.S.-based Students & Scholars: Please review OGS' 2025 Travel Recommendations prior to traveling outside of the United States.

OGS (HTTPS://INTERNATIONAL.NORTHEASTERN.EDU/OGS)



2025 TRAVEL RECOMMENDATIONS E-FORMS

NEW STUDENTS ▾

 Students Studying in The United States

ON-CAMPUS EMPLOYMENT

One of the benefits of the F-1 and J-1 student


visa types is eligibility for on-campus employment. There are specific requirements and restrictions for on-campus employment, however, so please be sure to carefully review this page before engaging in on-campus employment.

CURRENT STUDENTS ▾

OVERVIEW OF ON-CAMPUS EMPLOYMENT

F-1 students enrolled in degree-seeking programs and J-1 degree-seeking and exchange students at Northeastern University are eligible to work on-campus while attending classes. The work does not need to be related to the student's field of study. Students must maintain lawful F-1 or J-1 status while engaging in on-campus employment.

On-campus employment includes:

-  Working for Northeastern University in the library, laboratories, residential buildings, administrative

- > Employment with Northeastern based on a fellowship, assistantship, or grant (such as a teaching or research assistantship)
 - [Learn more about Stipended Graduate Assistantships \(SGAs\) here](https://international.northeastern.edu/ogs/employment/on-campus-employment/stipended-graduate-assistantships/)
(<https://international.northeastern.edu/ogs/employment/on-campus-employment/stipended-graduate-assistantships/>)
- > Employment with approved on-location commercial firms which provide services for students on campus, such as restaurants located in a University-owned building

If you have questions about if something counts as “on-campus” please review the list of eligible on-campus employers below or reach out to OGS directly.

NOTE: J-1 students whose J-1 program sponsor is Fulbright or another organization other than Northeastern will need to request on-campus work permission (and any necessary authorization letters to apply for an SSN) from their J-1 program sponsor.

POLICIES

- Students may work up to 20 hours/week during required academic terms and more than 20 hours/week during non-required academic terms and official [school breaks](https://registrar.northeastern.edu/article/academic-calendar/) (<https://registrar.northeastern.edu/article/academic-calendar/>) as long as they are planning to enroll full-time the next academic term (this does not include recesses or days with no class)
 - If you are in your [final academic term](https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/final-term/) (<https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/final-term/>) you may not work more than 20 hours/week
 - If full time enrollment is required for you during the summer term(s), you may not work more than 20 hours/week. To learn more about whether the summer term(s) is required for you, review [OGS' Summer Term webpage](https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/summer-term/) (<https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/summer-term/>)
- Continuing students may work more than 20 hours/week on campus work after the final exam period (which may be later than when final exams take place) is over
- Graduating students are allowed to work until the official last day of university finals. The dates of the finals period are posted in the [Academic Calendar](https://registrar.northeastern.edu/article/academic-calendar/) (<https://registrar.northeastern.edu/article/academic-calendar/>)
- Students may be eligible to work on-campus while also engaging in Curricular Practical Training (CPT) or Pre-Completion Academic Training (AT) if allowed by their department
- **Remote on-campus employment:**
 - **F-1 students** can participate in remote on-campus employment for a different Northeastern campus located in the U.S. that is not their home campus. F-1 students are **not** eligible to work remotely for a non-U.S. based Northeastern campus.

- Example: An F-1 student at the Boston campus may be a Teaching Assistant for a course taking place at the Seattle campus. However, an F-1 student at the Silicon Valley campus **cannot** be a Teaching Assistant for a course taking place at the Toronto, Canada campus or other non-U.S. campus.
- **J-1 students** may only participate in on-campus employment at the campus where they are attending classes and is listed as the site of activity on their DS-2019.

Students holding a **Stipended Graduate Assistantship (SGA)** should [review this page for additional information about eligibility/requirements](https://international.northeastern.edu/ogs/employment/on-campus-employment/stipended-graduate-assistantships/) (<https://international.northeastern.edu/ogs/employment/on-campus-employment/stipended-graduate-assistantships/>) and submit the appropriate request for that type of on-campus employment. Students engaging in an SGA may not work in additional on-campus jobs

APPLYING FOR ON-CAMPUS EMPLOYMENT

On-Campus Employment at Northeastern is managed by The Office of Student Employment, Graduate Assistantships, & Fellowships (SEGAF). Students should begin job-seeking by reviewing information on the SEGAF website. Once you have an offer of employment, you will need to complete the onboarding process with SEGAF. In order to complete this process, you will need a Social Security Number (SSN).

+ **F-1 Students**

+ **J-1 Students**

APPLICATION PROCESS

1

Apply for and accept an offer with an employer on-campus.

- > Make sure your employer is considered on-campus by OGS by referring to the list below. (<https://international.northeastern.edu/ogs/employment/on-campus-employment/f-1-campus-employment/#:~:text=for%20your%20school-,APPROVED%20ON%2DCAMPUS%20ENVIRONMENTAL%20AGENCY,The%20following%20non>)

2 Log into myOGS and submit the e-form

- > **F-1 Students:** Submit the F-1 On-Campus Employment Request e-form. (<https://international.northeastern.edu/ogs/forms-and-guides/f-1-on-campus-employment-authorization/>)
- > **J-1 Students:** Submit the J-1 On-Campus Employment Request e-form. (<https://international.northeastern.edu/ogs/forms-and-guides/j-1-on-campus-employment-authorization/>)

3 A Designated School Official (DSO) or Alternate Responsible Officer (ARO) from OGS will review and sign the letter, if eligible.

- > An email will be sent to your Northeastern email address with the letter attached, along with an updated I-20 if needed for F-1 students. An updated DS-2019 is not required to be issued for J-1 students.

4 Present the letter to the Social Security Administration (SSA) in order to apply for a Social Security Number (SSN).

- > For detailed instructions on how to apply for a Social Security Number, please refer to the Social Security Number section (<https://international.northeastern.edu/ogs/employment/other-topics/social-security-number/>) of OGS website.

5 Visit the Office of Student Employment, Graduate Assistantships, and Fellowships (SEGAF) to complete the hiring process.

- > Check the SEGAF (<https://studentemployment.northeastern.edu/>) website for more information. There are specific pages for F-1 students

[\(https://studentemployment.northeastern.edu/f-1/\)](https://studentemployment.northeastern.edu/f-1/) and [J-1 students \(https://studentemployment.northeastern.edu/j-1/\)](https://studentemployment.northeastern.edu/j-1/).

EMPLOYMENT DURING NON-REQUIRED ACADEMIC TERMS

F-1 and J-1 students may work more than 20 hours/week during non-required academic terms and vacation periods. This includes:

- > Between academic terms
 - This includes the day after the last day of the final exam period up until the day before the start of the next required academic term

- > Vacation/Break (i.e. Fall Break, Winter Break, Spring Break)
 - During Fall Break students may work more than 20 hours/week during the following dates:
 - CPS Graduate Students:
11/24/2025 – 11/30/2025
 - All Undergraduate and Non-CPS Graduate Students: 11/26/2025 – 11/30/2025

- > Summer Terms
 - If the summer term(s) is a vacation period during which you are not required to enroll in classes you may work more than 20 hours/week
 - Please [consult OGS' Summer Term webpage \(https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/summer-term/\)](https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/summer-term/) to determine if your summer term is considered a “vacation term”
 - Fully funded PhD students are not eligible to work more than 20 hours/week during the summer

The official start and end date of terms, exams, and university breaks are all posted in the [Academic Calendar](https://registrar.northeastern.edu/article/academic-calendar/?_gl=1*5vp88y*_gcl_aw*R0NMLjE3Mzc0NzMzOTIuRUFjYUIRb2JDaE1JMmNPczRKQ0hpd01WVERNSUJSMWktd2VPRUFBUFTQUFFZ0paZV9EX0J3RQ..*_gcl_au*MTc4ODE3MjcwLjE3MzYzNDYOMDE.) (https://registrar.northeastern.edu/article/academic-calendar/?_gl=1*5vp88y*_gcl_aw*R0NMLjE3Mzc0NzMzOTIuRUFjYUIRb2JDaE1JMmNPczRKQ0hpd01WVERNSUJSMWktd2VPRUFBUFTQUFFZ0paZV9EX0J3RQ..*_gcl_au*MTc4ODE3MjcwLjE3MzYzNDYOMDE.). Check the calendar to confirm the dates for your school.

APPROVED ON-CAMPUS EMPLOYERS

The following non-Northeastern on-campus employers have been determined to be acceptable for on-campus employment for F-1 and J-1 students by OGS.

(Please pay attention to the specific location that is considered on-campus employment. For example, you would be allowed to work at Tatte Bakery and Cafe in Marino Center but not at any general Tatte Bakery and Cafe location).

Approved non-Northeastern on-campus employers:

- > Anna's Taqueria (Marino Center)
- > Cafe 716
- > Cafe Crossing (International Village)
- > Chartwells (Churchill Hall, Curry Student Center, Stetson Hall)
- > DBA Fuel America (TD Food & Beverage LLC)
- > Dunkin Donuts (Shillman Hall)
- > Dunkin Donuts (Richards/Hayden Hall)
- > IST Management Services (Northeastern Mail Services)
- > Kaplan (Belvidere)
- > LAZ Parking (Gainsborough Parking Garage)
- > Northeastern Bookstore – Follett Higher Education
- > Northeastern Peer Tutoring by Knack

- > Rebecca's (Churchill Hall)
- > Reprographics (Ell Hall)
- > Ryder Cafe (Ryder Hall)
- > Saxbys
- > Subway (Ryder Hall)
- > Tatte Bakery and Cafe (Northeastern)
- > Vanguard (Columbus Parking Garage)
- > Wollaston's

UNAPPROVED ON-CAMPUS EMPLOYERS

The following non-Northeastern on-campus employers have been determined to be unacceptable for on-campus employment for F-1 and J-1 students by OGS.

Unapproved non-Northeastern employers near campus:

- > Amelia's Taqueria
- > Boston Shawarma
- > Chatime NEU
- > Lightview
- > New England Conservatory
- > Qdoba
- > Ruggles MBTA Eateries
- > University House of Pizza
- > Wings Over Boston
- > YMCA

If the on-campus employer you would like to work at is not listed on either the acceptable or unacceptable list, please contact OGS for guidance. DO NOT START WORKING until you

receive an approval from OGS.

RELATED ARTICLES:

J-1 On Campus Employment

(<https://international.northeastern.edu/ogs/employment/on-campus-employment/j-1-on-campus-employment/>)

Stipended Graduate Assistantships

(<https://international.northeastern.edu/ogs/employment/on-campus-employment/stipended-graduate-assistantships/>)

Social Security Number

(<https://international.northeastern.edu/ogs/employment/other-topics/social-security-number/>)

CONTACT OGS

354 Richards Hall
360 Huntington Avenue
Boston, MA 02115
+1-617-373-2310

OGS Service Portal (<https://service.northeastern.edu/ogs>)

OFFICE HOURS

Monday-Friday: 8:30a.m.-5:00p.m.

(Note: We are closed on Tuesdays from 3:00pm – 4:00pm for all staff training and meeting).

Phone Hours:

Monday-Friday: 8:30a.m.–4:30p.m. ET

SOCIAL



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Arlington (<https://arlington.northeastern.edu/>) Boston (<https://www.northeastern.edu/campuses/boston/>) Burlington (<https://www.burlington.northeastern.edu/>)

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