

CAMERON UNIVERSITY

Policy for International Students Employed Off Campus Without Authorization

Policy Statement

Cameron University is strongly committed to complying with all state and federal laws regarding International Students, and will respond accordingly when International Students enrolled at the university are found to be employed off campus without authorization.

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Who Should Know This Policy

- | | |
|---------------------|------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Jon Horinek

Vice President for Enrollment Management
and Student Success

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 Definitions

1.1 “Employment” is understood to include any exchange of services for benefits of any kind.

2.0 General Guidelines

2.1 United States law explicitly forbids international students from being employed off-campus without authorization from a Designated School Official (DSO) or the Department of Homeland Security (DHS). The DSO has discretion only in cases involving Curricular Practical Training (CPT), which involves paid internships for undergraduate students. In all other cases involving students being employed off-campus only DHS can provide authorization.

2.2 The Cameron University DSO is the International Student Admissions Coordinator.

3.0 Required Procedures when International Students are Suspected of or Known to be Employed Off Campus Without Authorization

3.1. An international student suspected for any reason of being employed off campus without authorization will be counseled in person by the DSO and required to review the documents they signed upon their arrival at Cameron University detailing the conditions of their F-1 visa. Special attention will be paid to the condition that they may not be employed off campus without proper authorization. Students will be asked whether they understand the policy and strongly warned that under no circumstances will violations of the policy be permitted.

3.2 An international student known to be or to have been employed off campus without authorization will have his/her Student Exchange Visitor Information System (SEVIS) record cancelled immediately and will be considered “out” of F-1 status. Under those circumstances the student will have to return to his/her home country voluntarily or face possible deportation.

Contacts

Policy Questions: Jon Horinek, Vice President for Enrollment Management and Student Success, (580) 581-2987

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date: February 1, 2008

Reviewed, no revision: February 2016

Revised: May 16, 2014