

Off-Campus Research Assistantship Request Form for F-1 Graduate Students

Definition of an Off-Campus Research Assistantship:

F-1 students are generally permitted to work a maximum of 20 hours per week on campus (paid through NC State Payroll) during the regular academic semester. F-1 students at the graduate level can be permitted to work at an off campus location if the employer is educationally affiliated with NC State University. This educational affiliation must be associated with the university's established curriculum *or* be related to contractually funded research projects at the graduate level – in any case, the employment must be **an integral part** of the student's degree program and payments must come through NC State payroll. Students whose employer is not NC State University, may be eligible for CPT.

To be completed by the student:

Student's name: _____

Curriculum & degree level: _____

Expected degree completion (or defense) date: _____

Employment start date: _____

Employment end date: _____

Employer: _____

Supervisor name & contact information (e-mail & phone number): _____

I confirm that this employment will not exceed 20 hours per week during the regular academic semester.

Signature: _____ Date: _____

To be completed by the Advisor and Director of Graduate Programs:

Please check the following boxes:

- The above listed employer is educationally affiliated with NC State University. The educational affiliation between NCSU and the above listed employer is (1) associated with the university's established curriculum OR (2) related to contractually funded research projects at the graduate level.
- The employment is an integral part of the student's degree program.
- The student is enrolled full time and in good academic standing.
- The student will receive all payments through NC State payroll.
- The employment opportunity is available to all similarly registered students.

By signing below, I certify the above statements are true.

Advisor/Committee Chair: _____
Signature Date

Director of Graduate Programs: _____
Signature Date

For additional information on on-campus employment for F-1 students: <http://www.ncsu.edu/ois/current/oncamp.php>