



Ranger College
1100 College Circle
Ranger, TX 76470

(254)267-7019
Fax: (254)647-3739
RangerCollege.edu

Permission for Employment

On-Campus Employment

- Must be a qualifying position that does not displace a US citizen
- May work up to 20 hours per week
- Must report requests/work to the Registrar
- Pay is subject to payroll taxes

Application Process

1. Supervisor must complete a statement concerning the nature of job and work hours
2. Receive a letter from the Registrar certifying the that the job qualifies as on-campus employment and that student is in F-1 Status
3. Take both documents to the Social Security office to receive a Social Security Number

Off-Campus Employment

- Must be after student's first academic year
- Must be in good academic standing
- Must be able to prove severe economic hardship
- Must be able to prove working off-campus will not adversely affect their academic standing
- Must be no available jobs on-campus
- Approval is only good for one year
- Authorization is dependent on a case-by-case approval from USCIS
- May work up to 20 hours per week

Application Process

1. Student submits proof of severe economic hardship and proof that working off-campus will not adversely affect their academics to the Registrar asking for permission to seek employment
2. Upon approval, the Registrar will print an updated I-20 that shows "Certificate of Eligibility for Nonimmigrant Status"
3. Student must file Form I-765 within 30 days, along with the following documents:
 - a. Endorsed I-20
 - b. Supporting documents proving economic hardship
 - c. Supporting documents that prove working off-campus will not affect academics
 - d. Form I-94
 - e. Copy of visa or passport
 - f. Two identical color photographs (see I-765 instructions)
 - g. Payment of filing fee of \$410
4. If approved, student will receive a form I-766 "Employment Authorization Document" and letter notification of decision. If denied, student will receive a letter giving the reason(s) for denial