

FREQUENTLY ASKED QUESTIONS

- **When are students authorized to start working?**

- Students are authorized to start working when they receive an email from Human Resources, stating that their HR Process is complete. The students may not always be able to begin on the start date proposed on the EVAF.
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- **How many hours can a student work per week during the semester?**

- Typically, students can work up to 29 hours per week. If they work more than this consistently, your department will be required to offer them benefits. International students may not work more than 20 hours per week. If this rule is broken, they are subject to severe consequences per the regulations of an F-1 Student Visa, including but not limited to deportation. Graduate Assistants have different rules, please contact HR if you have any questions about GA hours.
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- **How many hours can a student work during breaks?**

- Students, including international students, are eligible to work up to 40 hours per week during breaks.
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- **What documents can I use for the I-9 Work Authorization?**

- This is the [List of Acceptable Documents](#). The documents must be the original or certified copy. Unfortunately, we cannot accept copies or pictures.
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- **Why do students have to complete TrainTraq trainings?**

- All employees at WT are required to complete 9 trainings. The department of Academic and Research Environmental Health and Safety will also assign any job specific trainings that they determine need to be completed based on job duties.
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