























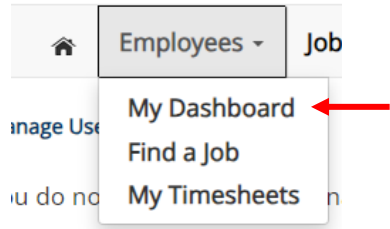
Dynamic Forms Completion – International Form (For Students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

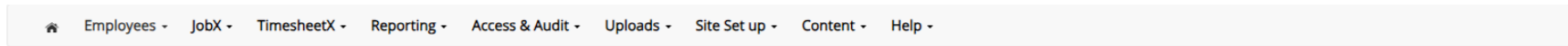
Applications 

 ASSIST	 Office 365	 Blackboard
 V Link	 Engagement Zone	 iTravel+
 FPT	 PeopleSoft	 vSoftware
 HR Portal	 E-Learn	 Handshake
 Library	 V OneCard	 Gartner
 Housing	 Course Evals	 EAB Navigate
 Orientation	 mySAS	 JobX

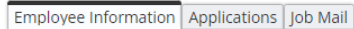
Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the **link**



User Dashboard



Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

Employment Eligibility Forms & Details

Criteria	Status	Link?
Personal Student Form	Not completed	
Personal Non Student Form	Completed / NA	
Sponsorship Eligibility Form	Completed / NA	
International Form	Not completed	International Form
Volunteer Sponsorship Form (Non-Student)	Completed / NA	

Once you click on the link, you will reach the **instructions** page. Follow the instructions to complete the required form > once done, click **Next**

* = required field
Some content may be updated based on selection



2023-2024 On-Campus Employment Authorization

First Name:

Last Name:

Employee Email:

UTRGV Student ID:

Your F-1 student status permits you to work on campus at the university that issued your I-20 while you are enrolled in a full course of study. Your I-20 is your proof of work eligibility for on-campus employment at UTRGV only. You must maintain F-1 status to be eligible for this employment benefit; maintaining status means that you are a full-time registered student (except for approved exceptions) in good academic standing with a valid I-20. Your on-campus employment eligibility ends:

- When you graduate. It expires the last day of your final semester (per UTRGV calendar), even if your I-20 expiration date is in the future.
- If you transfer to another university, your work authorization expires on the day of your SEVIS record release date.
- If you violate your F-1 status.

Please [click here](#) to provide your proof of work eligibility for on-campus employment.

I am confirming that I clicked the above link and completed the On-campus Employment Authorization form, as required for my employment.

Next



2023-2024 On-Campus Employment Authorization

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- If you violate your F-1 status.

We use Submittable to accept and review our submissions.

Create Your Account

Have An Account? Sign In

You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > click **Next**

* = required field
Some content may be updated based on selection



2023-2024 On-Campus Employment Authorization

First Name:

Last Name:

Employee Email:

UTRGV Student ID:

Your F-1 student status permits you to work on campus at the university that issued your I-20 while you are enrolled in a full course of study. Your I-20 is your proof of work eligibility for on-campus employment at UTRGV only. You must maintain F-1 status to be eligible for this employment benefit; maintaining status means that you are a full-time registered student (except for approved exceptions) in good academic standing with a valid I-20. Your on-campus employment eligibility ends:

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Please [click here](#) to provide your proof of work eligibility for on-campus employment.

I am confirming that I clicked the above link and completed the On-campus Employment Authorization form, as required for my employment.

Next



Once the form has been submitted, the status will automatically update on **My Dashboard**.

User Dashboard

Employee Information Applications Job Mail

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Employment Eligibility Forms & Details

Criteria	Status	Link?
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Completed / NA	
Voluntary Demographic Form (Student)	Completed / NA	

You have now completed the International Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact studentemployment@utrgv.edu.