University of Pittsburgh | School of Computing and Information

(As of 5/2026)

SCI Policy on Off-Campus Employment for Graduate Students with TA/TF/GSR/GSA Appointments

Given the intensive and time-consuming nature of these commitments, especially during the fall and spring terms, any employment outside the University is generally **strongly discouraged** for graduate students holding TA/TF/GSR/GSA appointments. Permission is **granted** in **rare, clearly justified exceptional circumstances**, and only if all the required conditions are formally reviewed and approved in advance.

Process to request a review:

- For students in pre-FTDJ, requests must be submitted to the Department Chair in writing, including the following information:
  - A description of the work
  - Copy of the offer letter
  - An explanation of its relevance to the student's dissertation
  - Formal consent from the student's academic appointment supervisor
  - Formal endorsement from the student's advisor certifying that they have been made fully aware of the potential intellectual property implications of any work produced during the internship
- For students in FTDJ, this review is embedded into the FTDJ/off-campus work request process here. Students should speak with their advisors and academic appointment supervisors before submitting the request.

Additional Information

Students should consult with their advisor and/or their department before searching for opportunities to fully understand the impact such work may have on their funding/benefits, as well as on their timely degree completion.

International students on F-1 or J-1 visas are subject to additional U.S. federal regulations that strictly limit off-campus employment. Such work is generally prohibited without prior authorization from the Office of International Services (OIS). Unauthorized employment may jeopardize a student's visa status. Departments must ensure that all international students seeking off-campus employment receive OIS guidance and written approval **before** starting searching for opportunities and starting any work. This includes any restrictions regarding the number of hours they can work if they're intending to keep their academic appointment while working off-campus.