

On Campus Employment

Int'l students are permitted to work ON-CAMPUS up to 20 hours per week, while school is in session and can increase hours to 40 hours per week during school breaks, such as the Summer vacation period. Work off campus is not permitted without prior DHS authorization.

Steps to Employment Success:

1. Search for available jobs on campus that can be held by an international student. Currently the Admissions Office and Continuing Education hire Int'l Students. Keep in mind that international students cannot hold a work-study funded position, as this is Federal money. Int'l students cannot be paid by Federal, State or local funds generated by tax payer dollars.
2. Apply for the job you would like to have within the department for which you would like to work.
3. Obtain a job offer on the department's letterhead indicating your name, job title, type of work, hours per week, start date, supervisor's name and the institution's EIN#. This letter is important and will be submitted as part of your social security application.
4. Bring the employer's job offer letter to the Int'l Student Services Office. I will issue another letter to the Social Security Administration verifying your employment, as well as issue you a new I-20 containing employment authorization and my signature and a social security information packet.
5. Complete the 'New Hire' paperwork with Human Resources. This is a necessary step if you wish to be paid!
6. Visit the local Social Security Administration located on East 9th Street to apply for your social security card. Bring both letters with you, a completed social security application that can be found at <https://www.socialsecurity.gov/online//ss-5.pdf>, as well as your passport, visa, current I-20 with my signature at the top of page three and I-94 card <https://i94.cbp.dhs.gov>
7. Visit www.riderta.com to plan your trip to the Social Security Office and find out the bus numbers, routes and times of departure. When you arrive, make sure you grab a paper number to confirm your place in line.
8. Allow 4-6 weeks for your social security card to arrive in the mail (make sure you've provided a valid mailing address on your social security application.)
9. Provide a copy of your new social security card to the International Student Office and to the Human Resources Office.