International Student Hiring Process

Step 1
- Student with an F-1 or J-1 visa is offered an on-campus job

Step 2
- Supervisor issues the student an "On-Campus Employment Offer" letter on departmental letterhead

Step 3
- Student submits the "On-Campus Employment Offer" letter to International Student & Scholar Services (ISSS)

Step 4
- F-1 Student: ISSS advisor issues the student a Social Security Number (SSN) eligibility letter
- J-1 Student: ISSS advisor updates student's SEVIS record to authorize on-campus employment and issues the student a work authorization letter

Step 5
- Student completes an application for a Social Security Card (Form SS-5)

Step 6
- F-1 Student: Submits the "On-Campus Employment Offer" letter, the SSN eligibility letter, plus passport, Form I-94 admission record, Form I-20 and Form SS-5 to the Social Security Administration (SSA) office
- J-1 Student: Submits work authorization letter plus passport, Form I-94, Form DS-2019, and Form SS-5 to SSA

Step 7
- SSA verifies the student's legal presence in the U.S. using data from the U.S. Citizenship and Immigration Services' (USCIS) Systematic Alien Verification for Entitlements (SAVE) database system

Step 8
- Students need to visit the Office of Financial Aid & Student Employment located on the first floor of Spencer to complete the International Student Employment packet. Please note, F-1 visa students will need their foreign passport and I-94 and J-1 students will need foreign passport, I-94 and DS-2019 along with letter from the responsible officer authorizing employment. This is a one time requirement.

Step 9
- SSA assigns the student a permanent SSN and mails the student a Social Security card

Step 10
- Student presents the Social Security card to the Office of Financial Aid & Student Employment located on the first floor of Spencer

Step 11
- Student presents the Social Security Card to the Tax & Compliance Manager in order to get the SSN added to the campus payroll system and to update the student's GLACIER Nonresident Alien Taxation Compliance System record