ON-CAMPUS EMPLOYMENT

OVERVIEW

❖ Student employees are short-term employees, and their primary goal is academic. Student employees assist with the administration of basic functions in various areas on campus. Common jobs for student workers include jobs such as working at the front desk, tutoring, and assisting with clerical functions.

❖ International Students with a valid **J-1 or F-1 status** are eligible to work on campus, while enrolled in a full course of study. Students with **F-1 status** do not need especial permission to work on campus. Students with **J-1 status** must obtain **approval** from their Responsible Officer to work on campus. If your DS-2019 was issued by ISEP (International Student Exchange Program) contact them for information about employment authorization.

❖ The work does not need to be related to your field of study.

WHAT QUALIFIES AS ON-CAMPUS EMPLOYMENT?

❖ The work must take place either at NSU or at an educationally affiliated off-campus location, associated with the school's established curriculum or part of contractually funded research projects at the postgraduate level.

❖ Work that takes place at NSU could also be for **an <u>on-campus</u> commercial business**, like a bookstore or cafeteria, as long as the work **directly provides services for students**. For example, if your school contracts with a food service company, you can work for the company **at school facilities** but **not** for the same company **at any off-campus locations**.

❖ Employment located on-campus that does not directly involve services to students (such as construction work) **does not qualify** as on-campus employment.

WHO IS ELIGIBLE TO WORK ON CAMPUS?

❖ Students do not need special permission from the USCIS (U.S. Citizenship & Immigration Services) to work on campus. However, to be eligible to work on campus the student **must**:

- Have a valid F-1 or J-1 status.
- Be enrolled in a full course of study at NSULA.
- If an F-1 student finishes a program (such as a bachelor's degree) and starts another program of study at the same campus, the student may continue on-campus employment as long as the student plans to enroll full-time in the new program of study for the next term.

WHO IS NOT ELIGIBLE TO WORK ON CAMPUS?
- ❖ A student who is "out of status". A student can resume employment if he/she has been reinstated to student status.
- ❖ An F-1 or J-1 student who has already graduated and is now in his/her 60/30-day grace period, except those who obtained optional practical training (OPT) or academic training.
- ❖ A dependent of an F-1 Visa student who is in F-2 Visa status.

WHEN AM I ELIGIBLE TO START AN ON-CAMPUS EMPLOYMENT?
- ❖ Students can begin work up to 30 days before their study program start date. They should inform the Student Employment Office before they begin work.

EXPIRATION OF ON-CAMPUS EMPLOYMENT ELIGIBILITY
- ❖ Your on-campus employment eligibility ends:
  - When you graduate. It expires at midnight on your graduation day, 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.

TIME LIMITS
- ❖ You are allowed to work:
  - Part-time (20 hours per week or less) during your regular full-time academic year.
  - Full-time (more than 20 hours per week) during vacation periods.
  - It is always best to consult with your Department for the availability of hours that you can work.

- ❖ It is important to note that The Student Employment Office monitors the number of hours each student worked per week. Failure to follow the time limit rule may lead to termination of the student's SEVIS I-20 or DS-2019 record.

RESTRICTIONS
- ❖ University policy does not permit students to have two jobs at once on campus.
- ❖ Students are NOT permitted to work during times when they have classes scheduled. Early dismissal and class cancellation are not exceptions.
- ❖ An F-1 student may not hold an on-campus employment while participating in the OPT.

For more information on Student Employment, and to obtain the <u>Student Employment Forms</u> visit the Student Employment Website at:
https://www.nsula.edu/financialaid/studentemployment/

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FIND AN ON-CAMPUS JOB

 ❖ On campus jobs can be found through your department of study, by networking, word of mouth, and job opening listings. Below are some departments where you may begin your search for a student job: Student Technology Computer Labs, Department of English, Foreign Languages, and Cultural Studies, NSU Academic Success Center, as a tutor, On-campus cafeterias, etc.

STEPS TO APPLY:

 ❖ **IF YOU ALREADY HAVE A SSN (SOCIAL SECURITY NUMBER):**

A. The following **6 forms (link on next page)** from the Student Employment Office are required of all new student employees before employment begins. Student employees are responsible for completing all required student employment paperwork and the originals must be submitted to the Office of Student Employment prior to employment.
1. Student Employment Application.
2. Federal W-4 Form.
3. State L-4 Form.
4. Employment Eligibility Verification – Department of Homeland Security, Form I-9.
5. Employee Debt and Overpayment Form.
6. Payroll Direct Deposit Form.
B. Find an on-campus job.
C. Submit a copy of your SSN Card, Passport, F1 Visa, and copy of I-20.

 ❖ **IF YOU <u>DO NOT</u> HAVE A SSN YET:**
A. Submit the Student Employment Application Form to the Student Employment Office (link to the form below).
B. Find an on-campus job, then get a **F-1 Student On-campus Employment Letter** from your employer. You can print this fillable letter and ask your employer to sign it, or you may ask your employer to write one for you, but it must include the same information. **(Find the F-1 Student On-Campus Employment Letter on pg. 5 of this document)**
C. Apply to obtain a Social Security Number. Follow the step-by-step process on pages 6 - 7 of this document.
D. Fill out the other **5 forms and submit to the Student Employment Office (link on next page)**:
1. Federal W-4 Form.
2. State L-4 Form.
3. Employment Eligibility Verification – Department of Homeland Security, Form I-9.
4. Employee Debt and Overpayment Form.
5. Payroll Direct Deposit Form.
E. Submit a copy of your SSN Card, Passport, F1 Visa, and copy of I-20.

For more information on Student Employment, and to obtain the <u>Student Employment Forms</u> visit the Student Employment Website at:
https://www.nsula.edu/financialaid/studentemployment/

HOW CAN I OBTAIN A SOCIAL SECURITY NUMBER?

❖ Locate the nearest Social Security Office, <u>SS Office locator</u>, and bring the following documents to request a SSN:
1. Application for a Social Security Card Form https://www.ssa.gov/forms/ss-5.pdf
2. Current passport with Visa, I-20 or DS-2019 and I-94 record.
3. Employer letter. **(Find the F-1 Student On-Campus Employment Letter on pg. 5 of this document)**

To obtain your 1-94 11-digit number please visit <u>I-94 Number Retrieval</u> and enter your passport number (Choose Get Most Recent I-94).

FREQUENTLY ASKED QUESTIONS

1. **Do I need a Social Security Number?**
Yes, you will need a Social Security Number in order to be paid.

2. **When am I eligible for on-campus employment?**
F-1 students are eligible for on-campus employment immediately after their start date.

3. **What qualifies as on-campus employment for an F-1 student?**
On-campus employment is any employment that takes place at NSU, it could also be for an on-campus commercial business, like a bookstore or cafeteria, as long as the work directly provides services for students.

4. **What are basic guidelines for on-campus employment?**
F-1 students may work up to 20 hours per week while school is in session. Work must be reported to ISRC. Must maintain active F-1 status.

5. **May I have more than one on-campus job?**
No, University policy does not permit students to have two jobs at once on campus.

6. **How do I get permission to work on campus?**
Once you have found a job or received a job offer from an on-campus employer, you must schedule time to meet with your international student counselor. F-1 students will need a job offer letter from the employer in order to obtain a social security number.

7. **What if I want/need to change on-campus jobs?**
No problem. Just be sure to notify Student Employment Office and provide a job offer letter with each new on-campus employment.

Updated 01/2023

F-1 Student On-Campus Employment Letter

Dear Social Security Administration officer:

The following student is a lawful non-immigrant at Northwestern State University of Louisiana. This student is eligible for employment; this information is supplied per federal regulation and in support of the student's social security number application.

NSU Department Employer – to be completed by the hiring department/supervisor NOTE: The information requested below can be completed electronically or with ink pen.

Student's Name (as listed in passport)	*Family Name Given Name Middle Name*
Date of Birth (month/day/year)	

NSU on-campus employer or department name	
Employer Address	
Position title	
Employment start date	
Number of hours per week the student will be employed	
Job duties (describe the work to be performed by the student)	

I certify that the student named above is working or has been offered the job described above:

_____
Hiring Department/Supervisor (Signature)

_____
Hiring Department/Supervisor (**Printed Name**)

_____
Date

_____
Telephone

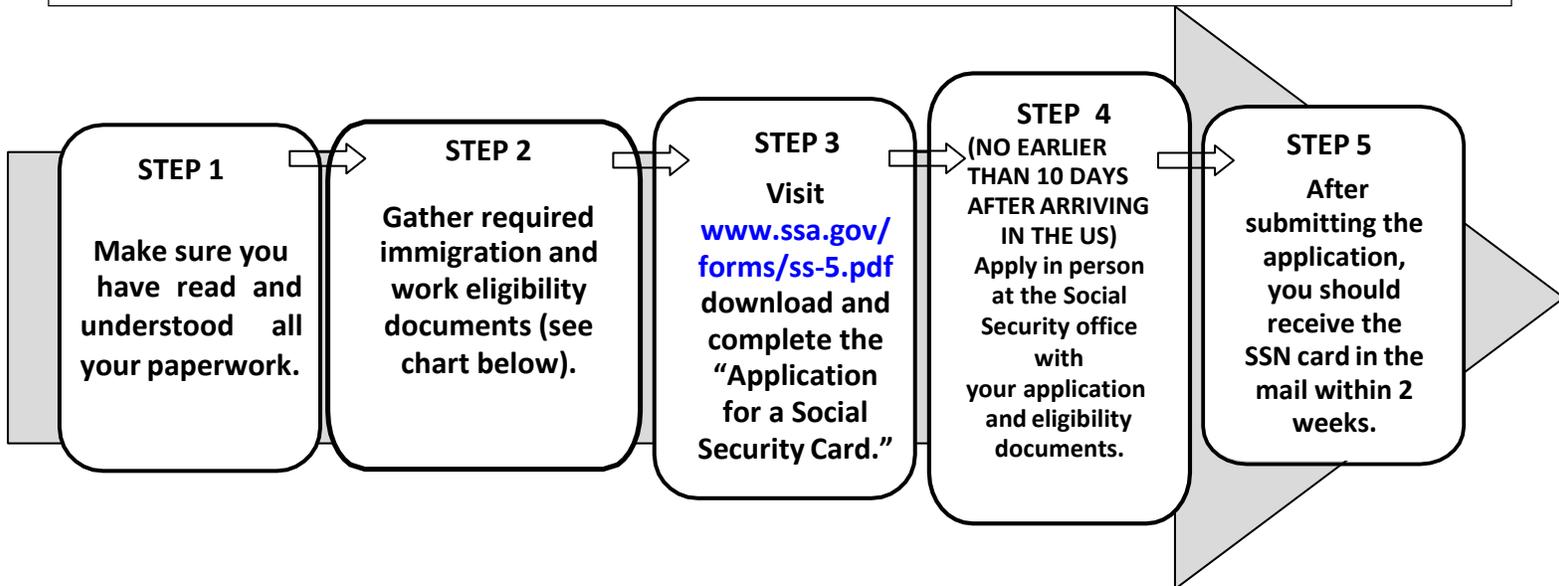# Social Security Number (SSN) Application Instructions

A Social Security Number is a unique, 9-digit identification number issued by the US Social Security Administration (SSA). An SSN is a requirement for all persons who work and receive pay in the US. The SSN is used to report wages to the government.

Your SSN and Student ID number are different. When you are asked for these numbers, be clear about which one is needed. The Student ID Number generally is valid only at NSU. NEVER give your SSN unless it is required.

THE APPLICATION PROCESS AND MATERIALS

International applicants apply *in person* at the nearest Social Security office NO EARLIER THAN 10 days after arriving in the US. Only short-term scholars who will be in the US less than 5 weeks should apply for their SSN immediately after arriving in the US without waiting 10 days.

To apply, take the original documents noted in the table below. With the exception of the Social Security Card Application (SS-5, download at www.ssa.gov), all other documents will be examined and returned immediately to you. After submitting the application, you should receive the SSN card in the mail within 14 days.

STEP 1

Make sure you have read and understood all your paperwork.

STEP 2

Gather required immigration and work eligibility documents (see chart below).

STEP 3

Visit **www.ssa.gov/forms/ss-5.pdf** download and complete the "Application for a Social Security Card."

STEP 4
(NO EARLIER THAN 10 DAYS AFTER ARRIVING IN THE US)
Apply in person at the Social Security office with your application and eligibility documents.

STEP 5

After submitting the application, you should receive the SSN card in the mail within 2 weeks.

Required Documents	F1/J1 Students	Check
Complete SS card application form	YES	
Unexpired Passport with VISA	Yes	
I-94 record	Yes	
I-20/DS-2019	Yes	
Work Eligibility Document(s)	On-Campus Employment Letter	

Frequently Asked Questions

Do I need a Social Security Number? If you will be working on-campus, receiving a fellowship or stipend through Payroll or if you are a J-1 scholar, then it is necessary for you to obtain a Social Security number.

Do I need an SSN to open a bank account, get utility services or a cell phone? No. Although the SSN will be requested during many daily activities such as banking, utilities, phones, etc., it is only *required* for employment. However, if you do not have an SSN you will likely have to follow additional procedures, such as paying a deposit.

Do I need an SSN before I start working? Yes. It is a University policy to have a SSN Card to process your paperwork and enter your in the system as an employee.

When can I apply for an SSN? International applicants with a job offer can apply for an SSN NO EARLIER THAN 10 DAYS after your entry to the United States in your current status. An SSN cannot be issued for on-campus employment or for authorized CPT if the start date for the employment is more than 30 days into the future. Individuals applying for an SSN based on OPT approval may not apply until after the start date listed on the EAD card.

How long will it take to get an SSN? SSA must verify your documents with the Department of Homeland Security (DHS) before assigning you an SSN. After receiving verification from DHS, SSA will mail your Social Security card. *Most of the time, you will receive your card within 7 to 14 days.* If you do not receive the card within 30 days, return to the Social Security office to inquire. DO NOT apply for a second card; you will have only one SSN in your lifetime. If you continue to experience difficulties obtaining the card, contact OIE.

What happens if my SSN card is lost or stolen? You can replace your card for free if it is lost or stolen. To get a replacement card, you must take the same original documentation that you used when you first applied for an SSN to the local Social Security office, including proof of on campus job or off campus employment authorization (CPT, OPT). On the SS-5 form you will indicate that you are applying for a replacement. Your replacement card will have the same name and number as your previous card.

How do I get my I-94? In most cases, you can download and print your I-94 number from www.cbp.gov/i94. Some students and scholars may have paper I-94 records (for example, with an approved change of status, H approval, entry through a land border). The paper I-94 is also acceptable at SSA.

Tips to secure your Social Security Number

It is very important that you do not share your Social Security Number with anyone else as this can lead to Identity Theft, i.e., someone can use your SSN to perform illegal transactions or activities that will be attributed to you without your knowledge. Below are some tips that will help you to secure your Social Security Number:

- Memorize your SSN. The best place to keep your SSN is in your mind.
- Do not carry around your Social Security card in your wallet. Instead, keep it in a safe, secure and secret place and keep it forever. You are issued one SSN for life. If you received a number previously, you keep the same number.
- Do not give out your SSN to anybody, including your family members or friends, unless it is absolutely necessary. If you are required to do so, don't hesitate to ask the reason they need your SSN.
- Beware with on-line transactions. Normally you are not required to give out your SSN. If you are told to do so, be sure that the site is trusted and secured. In some cases, you may have to give the last four digits of your SSN.
- As a customer, when you are talking with customer service agents requesting information or filing a complaint, avoid telling them your SSN. In most cases, agent will just ask you the last four digits of your SSN.

DIRECTIONS THE NATCHITOCHES SOCIAL SECURITY OFFICE

The SSN Natchitoches Office is open on M, T, TH, F from 9:00 a.m. to 4:00 p.m. and W from 9:00 a.m. to 12:00 p.m. Please arrive at least 30 minutes before closing to process a SSN application.

950 Keyser Ave., Natchitoches, LA 71457 (Phone) 1-855-634-4195 (TTY) 1-800-325-0778

Social Security Administration
Telephone Service: 7 a.m. to 7 p.m. 1-800-772-1213 (national number) SS-5 forms available at: www.ssa.gov