

## **International Students: *Documents to Provide Upon Hire***

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AFTER YOU HAVE BEEN HIRED and before you begin working, you must obtain a social security card. Here are the steps you need to take:

1. Have your hiring department the *Social Security Employer Authorization Letter*
2. Take the *Social Security Employer Authorization Letter* to the International Student Office
3. The International Student Office will give you a Social Security Letter
4. Take the following items to the Social Security Administration
  - ✓ Passport
  - ✓ Visa
  - ✓ 1-94 card/paper
  - ✓ I-20/DS-2019
  - ✓ Letter from your hiring department on departmental letterhead
  - ✓ Social Security Letter from the International Student Office
5. Bring your social security receipt, all documents listed in step 4 to Student Employment when instructed in order to complete the Form I-9
6. When you receive your Social Security Card, please bring it to Student Employment, so we can update Form I-9.

**INTERNATIONAL STUDENTS MAY ONLY WORK 20 HOURS/WEEK\***

Please advise your employers if you hold more than one on-campus job so that they can help you coordinate your time and prevent overage.

\*You may work 40 hours/week over the summer and during school breaks; however, overtime is never allowed.

Please note: International students are only permitted to work on campus. You may also work for University vendors who offer on-campus employment.

These include Aramark (food services) and SSC (physical plant).