

Employment and Social Security Cards

For International Students

Per Immigration Regulations

Off-Campus Work

Students are not allowed by regulations to work-off campus without the express consent of the US government. Such off-campus work consists of OPT, CPT, COOP, and economic hardship (for more information about OPT and CPT, please read the sections entitled OPT and CPT).

On-Campus Work

Students are eligible to work on-campus in designated “student worker positions” (not federal work study positions) up to 20 hours per week while school is in session, and 40 hours per week during official school breaks. Students are eligible to work in the summer for 40 hours per week if they have been in F-1 legal status for one academic semester.

Students can find on-campus employment either through Career Services or walking to individual departments to ask. There **is no** specific site that has all open jobs.

The office of International Student Affairs **does not have** knowledge of open on-campus positions.

Social Security Cards

A Social Security card is a tax id number that is given to all Americans, Permanent Residents, or students in F-1 and J-1 status who have obtained legal employment. Students **cannot** get a Social Security card simply to use to purchase a car, phone, etc... Students cannot apply for a Social Security card until they have been in the US for 10 business days.

To apply, students must follow this list in order.

1. Must receive an original signed letter on letter head from the employer stating the type of work done, the hours per week, the location of employment, salary amount, official start date, and expected end date. The letter then must be brought to the Office of International Education.
2. The Office of International Education will issue an immigration letter that validates the employment.
3. Student must then bring the most current I-20 (the one for continued attendance), valid passport, US visa, I 94 card, and the two letters from above to the Social Security Administration office.

*At all times, a student is responsible to maintain their own immigration status.

*The above information is susceptible to change.

*The above information is not an exhaustive list pertaining to employment and Social Security Card information.

*For additional information, students can visit: <http://www.ice.gov/sevis/index.htm>

*At all times students are responsible for properly informing the Office of International Education of their immigration status and academic status (as pertaining to immigration matters).