
On-Campus Employment Procedures for International Students

F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school *and maintaining their F-1 status*. F-1 student visa holders are permitted by USCIS to work on campus up to 20 hours per week during the academic year and no more than 40 hours per week during break period, including summer semester. You must secure a social security number prior to the start-date of your employment.

U.S. law requires all employees to prove their eligibility to work (i.e. Social Security Number). Working without authorization is a violation of F-1 student visa regulations and will result in your being out of status with the USCIS.

STEPS TO SECURING AN ON-CAMPUS JOB

1. **Search** for jobs on the CIIS website at www.ciis.edu (use the Quick Links menu and click “Job Opportunities”). Also, you could approach departments about upcoming employment opportunities directly.
2. **Secure an on-campus interview.** It is a good idea to indicate your international student status in your letter of interest so that the department is aware of your unique employment circumstances. If you need help with your resume and cover letter, please contact the Career Development Coordinator in the Dean of Students Office.
3. Once offered the job, the hiring department will provide you with a CIIS Student Employment Contract for the position. Bring the contract to the International Student Advisor for a **verification of eligibility signature and letter of eligibility** required for the social security number application.
4. **Submit your Student Employment Contract to the Financial Aid Office** for further processing in the Financial Aid section.
5. **Apply for a social security number** at the Social Security Administration Office *prior* to starting your new job. You must bring all required documents at the time of your visit. The Social Security Office is located at 90-7th Street, Annex 1st Floor, San Francisco, CA 94103. You may be able to make an appointment at the SSA Office online at <http://www.ssa.gov/reach.htm>. After you submit your SSN application, ask the SSA Office if you may return the next day to collect your number (the card will be mailed in about a week).
6. **Contact CIIS Human Resources Manager**, Gwendolyn Cornwell, to set up your employment at gcornwell@ciis.edu. You will receive tax and other employment documents when meeting with the HR Manager and must provide your social security number and a copy of your passport at this meeting. *You do not need to meet with HR if you are being hired by the Student Alliance*
7. **You're ready to work!**

How do I apply for a Social Security number?

Please remember that you are not allowed to begin working until you have received your SS number

<http://www.ssa.gov>

In general, only non-citizens who have permission to work from Department of Homeland Security (DHS) can apply for a social security number. To apply for a Social Security number:

- Complete an [Application For A Social Security Card](#) (Form SS-5)
- Show original documents proving your:
 - I-20 and I-94 card (If you are a J-1 or J-2 exchange visitor, you must show us your DS-2019, *Certificate of Eligibility for Exchange Visitor Status*)
 - Valid passport and visa
 - CIIS Student Employment Contract (This information must describe your job, the employment start date the number or hours you'll be working and your supervisor's name and telephone number.)
 - Letter from the International Student Advisor verifying your employment eligibility
- Take your completed application and original documents to your local Social Security office
- You might be able to go back the day after your application is filed to collect your social security number in advance of receiving your social security card in the mail. With this number you can complete the hiring process at CIIS. Check with the social security office about this.

If you are an F-1 student authorized to work in Curricular Practical Training (CPT), you must provide also provide your Form I-20 with the employment page (page 3) completed and signed by your school's designated school official.

If you are a student and are authorized to work off campus, you must provide the SSA with the *Employment Authorization Document* (EAD card) you received from DHS.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

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