On-Campus Employment Procedures for International Students

All F-1 visa students 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.

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 bulletin board on the 4th floor next to cube 406A or online at [www.ciis.edu](http://www.ciis.edu) (use the second pull down menu and click “JOBS AT CIIS”)

2. **Secure an on-campus interview.** It would be 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 form and content, please contact the Career Services and Field Placement Office in Room 200.

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 and request a copy. Financial Aid will pass along this form to the CIIS Human Resources Office.

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](http://www.ssa.gov/reach.htm).

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.

7. **You’re ready to work!**