

ON-CAMPUS HIRING PROCEDURES FOR INTERNATIONAL STUDENTS ON AN F-1 VISA

An F-1 Student is 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 are maintaining their F-1 status, 8 CFR 214.2 (f)(9)(i). On-campus employment includes work done as a teaching or research assistant as well as jobs in the library, cafeteria and administrative offices. On-campus also includes employment with ... on-location commercial firms which provide services for student on campus such as the bookstore or cafeteria.

1. **Student requests employment authorization letter from International Student Services (Student Center, room 234).** International Student Services has no problem with a student working on-campus in accordance with USCIS regulations (20 hours per week while school is in session and more during vacation or break times). If working interferes with pursuing a full course of study, 12 credit hours per semester, or if student's GPA falls below 2.0, student must discontinue working.
2. **Student looks for employment on campus.** The student completes SLCC on-line employment application: <http://jobs.slcc.edu> and applies for the interested position.
3. **Hiring department writes job offer letter to Social Security Administration (SSA).** The SSA now requires that students on an F-1 visa have a *job offer* before they apply for a social security number. Students will need a letter from their employer / hiring department.
4. **Student brings job offer letter to International Student Services. ISS writes a letter to SSA.**
5. **Student brings both letters to the SSA to apply for a social security number. (See address below.)** Student requests a **receipt letter** from the SSA demonstrating that the SSN is pending.
6. **Hiring Department and Student completes hiring packet including the receipt letter from Social Security Administration and submits to Human Resources within 2 days of hire according to policy.** Hiring Packet includes the following:
 - Personnel Action Form (New and Rehire PAF)
 - Official SLCC Application signed and date
 - I-9 completed correctly indicating F-1 status
 - W-4
 - Conditions of Employment
 - New Employee Checklist
 - Direct Deposit (optional)
 - Copy of Receipt letter from SSA
 - Copy of Letter from International Student Services
 - Copy of Social Security Card (within 30 calendar days)

NOTE: Between December 1-15, students without social security numbers cannot be hired due to upcoming W-2 deadlines.

7. **Student can begin employment (employment may begin after Step 5).**
8. **In order for the student to remain an employee, they must submit their social security card to the Human Resources Office in a timely manner.** A copy of the social security card must be received by Human Resources within **30 calendar days** of the 1st day the student begins work. The student or the department will bring copy of the social security card to Human Resources (AD160). If a social security card is not received, HR will notify the hiring department that the student is suspended from work until the card is received. If the information is not received by HR by the **45 calendar days** of the initial work day, then the employee will terminate their employment with the College.

SOCIAL SECURITY ADMINISTRATION LOCATIONS:

Murray Office

348 Winchester St., Suite 100

Phone # 801-268-1060

Salt Lake Office

175 West 400 South, Suite 500

Phone # 801-851-5275

Office Hours: 9:00 a.m. – 4:00 p.m.

Reminder: If this is the person's first time in the United States as an F1/J1/H1/TN visa holder, he or she must wait for 10-14 days after arrival in the U.S. before visiting a Social Security Administration Office to apply for an Social Security Number, to ensure that the Social Security Administration can access his or her immigration information.