



## On-Campus Employment Procedures & Applying for a Social Security Number

F-1 student visa holders are permitted to work part-time for 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 (fall and spring semester) and up to 40 hours per week during break period, including summer semesters whether you are registered for courses or not.

You must secure a social security number prior to starting your employment. 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 campus jobs by logging into MyCIIS and visiting [Financial Aid→Campus Employment](#). You could also 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 check out the career page on MyCIIS at [Student Life > Career Development](#).
3. The hiring supervisor will provide a **CIIS Student Employment Contract** for the position. Bring the contract to the International Student Advisor for a **verification of eligibility signature** and a **letter of eligibility** required for the social security number application.
4. **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..
5. **Wait approximately two weeks for the social security card** to arrive in the mail. Store the original card in a safe place and **never share the full number** with anyone other than your employer, or on other financial applications (such as at your bank).
6. **Contact CIIS Human Resources Office**, [hroffice@ciis.edu](mailto:hroffice@ciis.edu) or 5<sup>th</sup> floor of Mission Street campus to receive tax and other employment documents. When meeting with the HR Office, you must provide your social security number and a copy of your passport.
7. The **HR Office will send an email to the student & supervisor** letting them know they can start working after HR sets everything up for you as a new employee!



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<http://www.ssa.gov>

The closest SSA Office to CIIS is at:

Social Security Administration Office 90-7<sup>th</sup> Street, Annex 1<sup>st</sup> Floor, San Francisco, CA 94103

In general, only non-citizens who have permission to work from Department of Homeland Security (DHS) can apply for a social security number. For F-1 student visa holders, you must also have a job offer in order to apply for the social security number. To apply for a social security number review information on the SSA website and:

- Complete an [Application For A Social Security Card](#) (Form SS-5) found on the SSA website
- Show original documents in person at the SSA Office:
  - I-20 and I-94 print out (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 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 (make a request via email or in person);
  - Employment Authorization Document (EAD card), when applicable.
- Take your completed application and documents to your local Social Security office

### NOTES APPLYING FOR A SOCIAL SECURITY NUMBER USING OFF-CAMPUS OR OTHER AUTHORIZATION

- 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 2) completed and signed by the International Student Advisor at CIIS.
- If you are an F-1 student approved to work off-campus for Optional Practical Training (OPT) or due to Severe Economic Hardship, you must provide the SSA with the *Employment Authorization Document* (EAD card) you received from DHS, or proof of pending off-campus employment request so that you may begin working as soon as the employment is approved. Please meet with the International Student Advisor should you have any questions.
- 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.