



## On-Campus Employment Authorization Guide

### University Center for International Education

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Immigration regulations permit international students in F or J status to work on campus. University policy states that non-degree, including LEAP, students are ineligible to work on campus. Before commencing work, international students must complete certain university and governmental processes.

#### WHAT MUST BE DONE IN ORDER TO WORK ON CAMPUS?

The steps to obtaining work authorization can be summarized as follows:

1. **Receive a Job Offer.** To apply for student jobs, visit <http://www.wright.edu/career-center>
2. **Obtain a Social Security Number (SSN) from the Social Security Administration Office.**
3. **Verify Employment Eligibility.** Student Employment must verify to the government your eligibility to work.
4. **Submit Tax Forms.** The university must determine your tax obligations.

*Note to new students and scholars: 1) Ensure you are in Active status in SEVIS. Your SEVIS record must be in Active status for **at least two days** before applying for an SSN. This form will be returned to you once you SEVIS record has been activated 2) Additionally, you must wait **10 days** after arriving in the United States before applying for an SSN.*

#### I'VE BEEN OFFERED A JOB. WHAT DO I DO NOW?

Follow the steps below:

1. Prepare the *Social Security Letter for F-1/J-1 Students* (attached). Fill out the form in this order:
  - a. You will complete Section 1
  - b. Ask your supervisor/manager to complete Section 2
  - c. Submit the form to UCIE to complete Section 3
2. You are now ready to go to the **Social Security Office (200 W 2nd Street, Room 209; Phone: 1-888-329-5724)**. Take the following documents with you:
  - SS-5: *Application for a Social Security Card* (available at [www.ssa.gov](http://www.ssa.gov))
  - Passport
  - Visa
  - I-20 (F-1) or DS-2019 (J-1). *F-1 students: Be sure you have the latest edition of the I-20.*
  - *Social Security Letter for F-1/J-1 Students* (opposite page)
  - I-94 [www.cbp.gov/I94](http://www.cbp.gov/I94)

**Expect to be at the Social Security Office for at least 1 hour.** When all is done, you will be issued a *Social Security Applied For* letter confirming receipt of your application. The Social Security number (card) will arrive by mail 1-2 weeks later

3. Once you have received your Social Security Card or the Social Security Number Applied For letter, go to the **Career Center (334 Student Union) or the Graduate School (344 Student Union)** where you will complete additional employment paperwork including the *USCIS I-9 Form, IRS Form W-4, the IT-4 or IT-4NR State of Ohio Withholding Forms, Form W-8Ben* and a direct deposit form. Please bring the following documents to Student Employment:
  - Social Security Card or the *Social Security Applied For* letter
  - Banking information to complete your direct deposit
  - I-94
  - I-20 (F-1) or DS-2019 (J-1)
  - Visa
  - Passport
4. You are now authorized to work on campus!



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## Social Security Letter for F-1/J-1 Students & Scholars

Social Security Administration:

The following student or scholar is in lawful non-immigrant status at the Wright State University and is eligible for employment under the U.S. immigration regulation as indicated below:

### **PART A: TO BE COMPLETED BY STUDENT**

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

UID \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_

U.S. Address \_\_\_\_\_  
*Street name and number City State Zip Code Phone*

### **PART II: TO BE COMPLETED BY THE EMPLOYER**

Employing Department \_\_\_\_\_ Job type \_\_\_\_\_

Begin date \_\_\_\_\_

**Students** on F-1/J-1 visas are subject to certain employment restrictions. By signing below, you affirm that the employment:

- will not exceed 20 hours/week during fall and spring semesters (may exceed 20 hours/week during summer, Thanksgiving, and Christmas holidays).
- will terminate on the student's graduation date (the day of commencement).

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PART III: TO BE COMPLETED BY UCIE**

Regulatory Basis for Employment Authorization:

- F-1 On-Campus Employment, 8 CFR 214.2(f)(9)(i)
- J-1 Student On-Campus Employment, 22 CFR 62.23(g)(i)
- J-1 Researcher, Short-Term Scholar, Specialist, or Visiting Professor, 22 CFR 62.16

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Kimberly Brumbaugh, PDSO/RO
- Kimberley Fritz, DSO/ARO
- Isidore Munyeshuli, DSO
- Joy Wanderi, DSO/ARO