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](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.

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 A
   b. Ask your supervisor/manager to complete Section B
   c. Submit the completed form and page 5 of the SSN application form to the SSN e-form at: [https://www.wright.edu/international-education/international-students/forms](https://www.wright.edu/international-education/international-students/forms)
   d. UCIE will complete the forms and mail them to the Social Security Administration for you
      - Make sure you note your cell phone number on the SSN application and that you have voicemail on your phone set up

2. Social Security will process your paperwork and call you for an appointment.
   **Social Security Office (80 N. Progress Drive in Xenia, OH).** Take the following documents with you:
   - SSN Letter you received via email after processing of forms
   - Passport
   - Visa
   - I-20 (F-1) or DS-2019 (J-1).
   - 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 a few weeks later

3. Notify your Supervisor when you have received your Social Security card to begin the hiring process. You will receive an email inviting you to schedule your I-9 appointment with Human Resources and Career Services. After your appointments, you will receive additional electronic paperwork to complete including the Student Employment Authorization Form, Ohio State Tax Form IT-4, Tax Form W-4, and Payroll Direct Deposit Authorization Form (you will need banking information to complete this form). Please bring the following documents to your appointments: PASSPORT, I94, SOCIAL SECURITY CARD, I-20, VISA

4. **You should not begin work until you receive a confirmation email from Student Employment.** This email will also include information about your eligibility for exemption from OPERS which will need to be responded to separately within 30 days from your official start date.
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 B: TO BE COMPLETED AND SIGNED 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).

Printed Name of on-campus Employer ________________________________________________

Signature of on-campus Employer __________________________________________ Date__________________________

PART III: TO BE COMPLETED BE 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
☐ Joy Wanderi, DSO/ARO
☐ Klodi Abazi, DSO
☐

Kimberly Brumbaugh, PDSO/RO
Joy Wanderi, DSO/ARO
Klodi Abazi, DSO