



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)
 - 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

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
- Isidore Munyeshuli, DSO
- Joy Wanderi, DSO/ARO
- Kevin Ruppert, DSO