



On-Campus Employment Handbook

What is on-campus employment?

An F-1 visa holder may work on-campus, as long as the employment is performed on the school's premises. This includes on-location commercial firms which provide direct services for students on campus, such as the bookstore and dining services.

Who is eligible and when?

F-1 students can work on-campus immediately upon obtaining F-1 status in the United States. Since F-1 students can arrive to the United States up to 30 days prior to the semester start date on their I-20, international students are eligible to work 30 days prior to the semester start date.

F-1 students transferring from another U.S. school can begin on-campus work after the SEVIS transfer release date.

F-1 students must be maintaining their immigration status, including being enrolled full-time or have an approved reduced course load in order to work on-campus (excluding summer, unless summer is the first term of enrollment at Marian).

F-1 students must be in good academic standing in order to work on-campus.

How many hours can an F-1 student work per week?

Students can work no more than 20 hours a week while school is in session.

Students can work up to a maximum of 37.5 hours per week during breaks that are one week or longer (summer break, winter break, spring break).

How does a student find on -campus employment?



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Go to marian.edu/exchange and click on the KnightWork logo

Log in with the Marian username and password

Students should follow the necessary steps to complete their profile

Students need to upload their resume and wait for approval from The Exchange

Students can browse jobs while waiting for approval, then apply for jobs after their resume is approved by The Exchange

Once the position is offered, the supervisor will notify The Exchange of the hire. The hired student then obtains the "cleared to work" orange card through The Exchange.



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What does the student do *after* finding an on -campus job ?

Does the student already have a Social Security Number (SSN)?

If the student already has a SSN, he or she can take the “cleared to work” orange card directly to Human Resources.

If the student does not have a SSN, please see the following section on obtaining one. The student must first apply for an SSN and have a receipt in order to process the employment paperwork needed for the “cleared to work” orange card from Human Resources.

How does a student obtain a Social Security Number (SSN)?

The student should come to Julia in the Office of International Programs (109 Clare) to clarify the following instructions.

The student’s supervisor must fill out the SSN offer letter, included in this packet. The supervisor should , complete the top portion, and then return it to the student. The student needs to meet with Julia to complete the bottom portion of the SSN offer letter.

The student should take the completed SSN offer letter, immigration documents (I-20, passport, visa, and I-94), and Social Security Application Form (called SS-5; which is also attached) to the nearest Social Security Administration (SSA).

One cannot apply for an SSN more than 30 days before the employment start date. The student also must have an active status in SEVIS. For new students and transfer students, be sure that your SEVIS status is active before going to the SSA.

The SSN card will be mailed to the student in about 2 weeks. Sign the card and keep it in a secure place. Do not take a picture of the card or store the number in a phone.

Once the student receives the card, he or she should immediately take it to Human Resources in Marian Hall.

What other items are needed to complete the on -campus employment process?

Once the student is offered the position and receives the “cleared to work” orange card from The Exchange, and has an SSN or SSN application receipt, the student needs to meet with the Human Resources office to complete a and . This new packet contains important items such as:

New Hire Information Sheet

I-9, Employment Eligibility Verification

Tax Withholding Forms, such as W-4 (federal taxes) and WH-4 (state taxes). For resources on completing the W-4 as a non-resident alien, please see the employment page of the Office of International Programs at <http://www.marian.edu/international-programs/international-student-and-scholar-services/employment>

Direct Deposit Form

Once students complete the above process with Human Resources (HR), they will sign your “cleared to work” card. Give your HR signed “cleared to work” card to your supervisor.



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Frequently Asked Questions

Date_____

This is evidence of on-campus employment for _____.
(Name of F-1 student)

Nature of employment: _____

Start Date: _____

Number of Hours/Week: _____
Maximum while school is in session: 20 hours/per week
Maximum during official break: 37.5 hours/week

Employer Contact Information:

(On-campus office where the student will work)

317-_____
(Employer Telephone Number)

35-0868175
(Employer Identification Number)

By completing and signing this employment verification document, I understand that:

- 1.) This student may work up to, but no more than, 20 hours/week while school is in session and 37.5 hours/week during official school breaks.
- 2.) This student may only work on campus.

(Name and Title of Student's Immediate Supervisor)

(Immediate Supervisor Signature, no stamps)

This section is reserved for the International Student Support Specialist's use only.)

Typed or printed name of Designated School Official (DSO)

Signature

Date

Phone Number

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved
OMB No. 0960-0066