Immigration regulations permit international students in F or J status to work on campus. University policy states that non-degree, including IEP, students are ineligible to work on campus. Before commencing work, international students must complete certain university and governmental processes. **Note to GA/TA/RAs:** These instructions do not apply to you. Visit Human Resources for instructions specific to GA/TA/RAs.

**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://hireaflyer.udayton.edu](http://hireaflyer.udayton.edu)
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. Your SEVIS record will be activated when you submit this form. 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 ISSS 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 **Student Employment in Alumni House, 208 L Street** 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!
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 University of Dayton 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 __________________________

Student ID __________________________ SEVIS ID: N00 __________________________

U.S. Address __________________________

PART II: TO BE COMPLETED BY THE EMPLOYER

Employing Department __________________________ Job type __________________________

Begin date __________________________

For non-assistantship positions only: Have you reported the hire in Hire-A-Flyer? ☐ Yes ☐ No

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 BE ISSS

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 514.23(g)(i)
☐ J-1 Researcher, Short-Term Scholar, Specialist, or Visiting Professor, 22 CFR 514.20(f)

Signature __________________________ Date __________________________

☐ Jonathon Henderson, DSO
☐ Emily Grasso, DSO
☐ Timothy Kao, DSO/ARO
☐ Suzanne Richardt, DSO/ARO

Employer ID Number (EIN): 31-0536715