

SALT LAKE COMMUNITY COLLEGE
ON-CAMPUS PROCEDURES FOR DEPARTMENTS HIRING INTERNATIONAL STUDENTS ON AN F-1 VISA

An F-1 student is permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and are maintaining their F-1 status, 8 CFR 214.2 (f)(9)(i). On-campus employment includes work done as a teaching or research assistant as well as jobs in the library, cafeteria, and administrative offices. On-campus also includes employment with "... on-location commercial firms which provide services for students on campus such as the bookstore or cafeteria."

1. **Student looks for employment on campus.** The student completes SLCC on-line employment application: <http://jobs.slcc.edu> . International Student Services (ISS) requires students working on-campus to do so in accordance with USCIS regulations (20 hours per week while school is in session and more during vacation or break times). If working interferes with pursuing a full course of study, 12 credit hours per semester, or if the *student's* GPA falls below 2.0, the student must discontinue working.
2. **Once the department offers the employment to the student,** the hiring department writes a job offer letter. The student will bring this letter to ISS.
3. **If the student does not have a Social Security Number,** International Student Services will write a letter to the Social Security Administration (SSA) verifying status as a full-time international student on an F-1 visa.
4. **Student brings both letters** from ISS and the hiring department, their passport, visa, most recent I-94, and Continued Attendance I-20 to the Social Security Administration Office to apply for a social security number.
Student requests a receipt letter from the SSA demonstrating that the SSN is pending.
5. **Hiring Department and Student complete hiring packet** including the receipt letter from Social Security Administration and submits to Human Resources within 3 days of hire according to policy. Hiring Packet includes the following:
 - a. Official SLCC Application signed and date
 - b. I-9 completed correctly indicating F-1 status
 - c. W-4
 - d. Conditions of Employment
 - e. New Employee Checklist
 - f. Copy of Receipt from SSA
 - g. Direct Deposit (optional)
 - h. Copy of Letter from International Student Services
 - i. Copy of Social Security Card (within 30 days)

Caution: Between December 1 – 15, students without social security numbers cannot be hired due to upcoming **W-2** deadlines.

6. Student can begin employment after step 5.

7. For the student to receive a regular payroll they must submit their social security card to the Payroll Office in a timely manner. A copy must be received by Payroll within 4 weeks of the 1st day the student begins work. The student or the department will bring copy of social security card to Payroll. If a social security card is not received, Payroll will notify the hiring department that the student is suspended from work until the card is received

SOCIAL SECURITY ADMINISTRATION LOCATIONS:

Salt Lake Social Security Administration Office

175 East 400 South, Suite 500
Salt Lake City, Utah
(866)690-1947

South Jordan SSA Office

10138 South Jordan GTWY
South Jordan, Utah
(866)690-1947

Office Hours: 9:00 a.m. - 4:00 p.m.

These offices close at 12:00 pm on Wednesdays

Reminder: If this is the student's first time in the United States as an F1/J1/H1/TN visa holder, they must wait for 10-14 days after arrival in the U.S. before visiting a Social Security Administration Office to apply for a Social Security Number, to ensure that the Social Security Administration can access their immigration information.