ON-CAMPUS EMPLOYMENT INSTRUCTIONS for INTERNATIONAL STUDENTS in F-1 STATUS

As an F-1 student you can work on-campus if you are enrolled full-time (at least 12 credits) and have at least a 2.0 GPA. You are allowed to work up to 20 hours per week while school is in session; and more hours during vacation or break times. *If you drop below 12 credit hours per semester **or** if your GPA falls below a 2.0, you will not be able to continue working*.

1. **Search for job openings, opportunities can be found using the following methods:**
   - Visit the Student Employment Office (Student Center, Room 002).
   - Ask about openings at the department where you wish to work.
   - Visit the employment webpage at http://jobs.slcc.edu, select the jobs you are interested in, and complete an employment application.
     If you already have a social security number, please skip to step 5

2. **If you do not have a social security number, both the hiring department and International Student Services will write a letter to the Social Security Administration (SSA) to support your application.**

3. **International Student Services will prepare a letter to the SSA verifying your status as a full-time international student on an F-1 visa.**

4. **Bring both letters from ISS and the hiring department, your passport, visa, most recent I-94, and your Continued Attendance I-20 to the Social Security Administration Office to apply for a social security number. *Make sure you ask for a receipt letter from the SSA*.**

Salt Lake Social Security Administration Office	**South Jordan SSA Office**
175 East 400 South, Suite 500q	10138 South Jordan GTWY
Salt Lake City, Utah	South Jordan, Utah
(866)690-1947	(866)690-1947

   SSA Office Hours: 9:00 a.m. - 4:00 p.m.
   These offices close at 12:00 pm on Wednesdays

   To receive pay, submit your social security card to the Payroll Office within four weeks of the first day you begin working.

5. **Complete a hiring packet with the hiring department, including the receipt letter from the SSA. Submit the packet to Human Resources <u>within 3 days</u> of being hired.**

   The Hiring Packet includes:
   - Official SLCC Application signed and dated
   - I-9 completed correctly, showing F-1 status
   - W-4 tax form
   - Conditions of Employment Form
   - New Employee Checklist
   - Copy of Receipt from SSA
   - Direct Deposit Form (optional)
   - Copy of Letter from International Student Services
   - Copy of Social Security Card (within 30 days of hiring)

   Reminder: If this is your first time in the United States as an F-1 student visa, you must wait 10-14 days after arrival in the U.S. before applying for a Social Security Number. The Social Security Administration cannot access your information until your SEVIS record is updated.