



International Student and Scholar Services

On-Campus Employment Authorization Guide

300 College Park, Rike Center #204

Dayton, OH 45469-1701

Ph: (937) 229-2748 • Fax: (937) 229-2766

Immigration regulations permit international students in F or J status 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>
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: 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 within 5 days of attending immigration check-in. 2) Wait 10 days after arriving in the United States before applying for an SSN. Wait at least 10 calendar days from your date of entry into the United States to apply 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:
 - Passport
 - Visa
 - I-94 Form (www.cbp.gov/i94)
 - I-20 (F-1) or DS-2019 (J-1)
 - University of Dayton Student ID Card
 - Proof of address
 - *Social Security Letter for F-1/J-1 Students*
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
 - Approved documentation of identity from [Page 9 of the I-9 Form](#) (attached)
 - Visa
 - Passport
4. You are now authorized to work on campus!



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Social Security Letter for F-1/J-1 Students

Social Security Administration:

The following student 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 I: TO BE COMPLETED BY THE STUDENT

Family (Last) Name _____ Given (First) Name _____
 Student ID _____ SEVIS ID: N00 _____
 Program End Date (listed on I-20) _____ Phone _____
 Local Address _____
Street City, State Zip Code

PART II: TO BE COMPLETED BY THE EMPLOYER

Employing Department _____ Job type _____
 Begin date _____

Has the student's application been moved to 'Recommend for Student Hire' in the UD online employment system? 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 BY ISSS

Regulatory Basis for Employment Authorization:

- F-1 On-Campus Employment, 8 CFR 214.2(f)(9)(i)
- J-1 Student On-Campus Employment, 22CFR 514.23(g)(i)
- J-1 Researcher, Short-Term Scholar, Specialist, or Visiting Professor, 22CFR 514.20(f)

Please contact our office if you have questions regarding this application.

Signature _____ Date _____

- Timothy Kao, Associate Director & DSO**
- Harriet Brown, International Student Advisor & DSO**
- Tricia Galvez, International Student Advisor & DSO**
- Emily Grasso, Program Assistant & DSO**

International Student and Scholar Services - Center for International Programs

Employer ID Number (EIN): 31-0536715