



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 International Student & Scholar Services, 204 Rike Center, for additional information.

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://jobs.udayton.edu>
2. **Verify Employment Eligibility.** The university must verify to the government your eligibility to work.
3. **Obtain a Social Security Number (SSN) from the Social Security Administration Office.** You must present your SSN card to the University before you can begin work on campus.
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 Card
 - I-20 (F-1) or DS-2019 (J-1)
 - University of Dayton Student ID Card
 - *Social Security Letter for F-1/J-1 Students*
3. Once you have **received** your Social Security Card, you will need to complete additional employment paperwork including the *USCIS I-9 Form* and the *IT-4 & IT-4NR State of Ohio Withholding Forms*. To complete these forms, gather the following documents and visit **Student Employment in the Flyers First Office, St. Mary's Hall, Room 411**:
 - Social Security Card
 - I-94
 - I-20
 - Approved documentation of identity from [List A on Page 9 of the I-9 Form](#) (attached)
4. Take your I-20, I-94, visa, and passport to the **Office of AVP Finance in St. Mary's Hall, Room 300**. This office will assist you in completing *IRS Form W-4*.
5. Submit the completed *IRS Form W-4* to **Student Employment in the Flyers First Office, St. Mary's Hall, Room 411**.
6. 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: N000 _____
 Program End Date (listed on I-20) _____ Phone _____

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 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, 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**
- Linda Hickman, Program Assistant & DSO**

International Student and Scholar Services - Center for International Programs