On-Campus Employment Steps for F1 International Students

#1 GET THE JOB!
On-campus employment openings are posted on F&M Connects. You should log on to the Connects site from your Inside F&M Portal. By law, you must follow the next steps to apply for a SSN and to legally work at the College. You have 90 days from the date you begin working to obtain your SSN and report it to the College. You can start working once you complete everything in Step #2, below. You can work while you finish the Social Security Number application process.

#2 PAPERWORK IN THE HUMAN RESOURCES OFFICE
- Take the following to the Human Resources Office on the 2nd floor of College Square (above the College Corner Café). Explain that you need to fill out the student employment paperwork:
  - Your current I-20 & your passport with valid student visa
  - Your I-94 Arrival Record printed out (obtain this from www.cbp.gov/i94)
- Complete the federal tax forms (I-9 & W-4) in the Human Resources Office
- It is suggested you arrange for your paychecks to be directly deposited to your bank account. You will want to have your bank routing number, and account number ready with you (you can call your bank or go online for assistance in finding these numbers).
- Once you have done this, your Supervisor at the College will fill out an online form formally registering you as their employee. Now you can start working while you complete Steps #3-5 with the assistance of the International Programs Office!

#3 PAPERWORK WITH INT’L PROGRAMS
- Come to the International Center with your passport, I-20 and I-94, during walk-in hours. You should fill out a SSN application while there.
- Pick up an Employment Verification Form (EVF) on official letterhead from the Int’l Center (This form will certify to Social Security that you are eligible to work and apply for an SSN).
- Ask your Supervisor to fill out the top part of the EVF. Bring it back to the Int’l Center.

#4 APPLY FOR YOUR SOCIAL SECURITY # (SSN)

WITH INTERNATIONAL PROGRAMS
- A few times a year, we will bring the Social Security Administration to campus, or take a trip there to apply in groups.
- Watch your email for details of this event.
- We will collect copies of your documents and your application for the SSA early to save time, but you will need to bring your immigration documents to your appointment.

ON YOUR OWN
- If you need to go to the SSA before a scheduled trip/visit you need to take all of your immigration documents, your EVF, & a completed SSN application. See Jessica Haile to get your application packet completed.
- The address for the Lancaster Office is: 1809 Old Homestead Lane Suite #104, Lancaster PA 17601 (about 15 min away).
- Call to verify their hours! 717-291-2168

#5 REPORT YOUR SSN TO THE COLLEGE
If you applied with International Programs: Your card will be sent to the International Center. A copy will be made for the Business Office and your immigration file. You will pick up the original. If you applied on your own: We encourage you to use the Int’l Programs address (F&M Int’l Programs, PO Box 3003, Lancaster 17604-3003) on the application, but if it comes to you, bring it to the International Center to have the appropriate copies made!!

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