

International Students* and Student Employment

International student employees at SIUE are, for the most part, subject to the same policies and procedures as any other student employee. In some cases, however, special policies and procedures must be followed in order to accommodate needs or to stay in compliance with rules and regulations. These are described below.

Social Security Numbers are required for employment at the University. However, because International Students just entering the country must wait to apply for a SSN, the University will allow these students to work as Student Employees, provided the SSN application has been made. Here are the details:

Students with an F-1 Visa

January through October

- International students may begin viewing jobs in Student Job Finder according to the standard timelines by using their Univ. ID (800#). Although these students can interview for jobs, they may not be hired until they have a receipt from the Social Security Administration indicating they have applied for a number.
- At the time when a job offer is made to an International Student, the hiring department must complete a form that the student should obtain from the Office of International Affairs indicating that a job offer is being made.
- The department that is offering the positions must then submit the job offer form to the Office of International Affairs for additional authorization/signature.
- A representative from the Social Security Administration will be on campus the Friday of the first week of classes each semester. Contact the Office of International Affairs for location and times.
- This representative will accept applications from International Students who have a job offer form with the appropriate signatures and provide signed receipts.
- The receipt from the Social Security Administrator will serve as authorization for the student to work pending the actual SSN.
- On-campus employers may begin hiring International Students with these receipts beginning the Monday of the second week of each semester, provided they meet all other criteria.
- In addition to the standard hiring documents, a copy of the receipt signed by the Social Security Administrator must be included with the Payroll Authorization Form.
- Employers hiring International Students without a SSN must initially submit the Form I-9 listing the student's University issued Student Identification Number in Section 1 instead of the SSN. The employer should line through "Social Security #" and write "Student Identification #" in the box. Once the student receives a SSN, the employer must submit a new I-9 with the actual SSN listed in Section 1.
- Although it normally takes at least 3 to 5 days for the actual SSN to be reported to the Office of International Affairs, the University will allow the student to work without the actual SSN.
- Upon receipt of the SSN, the student must notify the supervisor and the Student Employment Office, and must visit the Office of Human Resources to complete paperwork for taxation.

November and December

- International students may begin viewing jobs in Student Job Finder according to the standard timelines by using their Univ. ID (800#). Although these students can interview for jobs and can be offered jobs, they may not be hired or begin work until they have their actual social security number.
- At the time when a job offer is made to an International Student, the hiring department must complete a form that the student should obtain from the Office of International Affairs indicating that a job offer is being made.
- The department that is offering the positions must then submit the job offer form to the Office of International Affairs for additional authorization/signature.
- Students should contact the Office of International Affairs for information about contacting the Social Security Administration to obtain a social security number.
- Upon receipt of the social security number, students can be hired following normal hiring procedure.
- The student must visit the Office of Human Resources to complete paperwork for taxation.

Students with a J-1 Visa

- International students may begin viewing jobs in Student Job Finder according to the standard timelines by using their Univ. ID (800#). Students having a J-1 Visa do not have to wait for a job offer to apply for a social security card.

Taxation

- All Non-Resident Aliens must visit the Office of Human Resources' website <http://www.siu.edu/humanresources/nra/index.shtml> regarding taxation and the process for completing tax paperwork. Students who have applied for a Social Security Number should wait until they have the actual number to visit the Office of Human Resources.

Enrollment Requirements

- International Student Employees must enroll for and maintain full-time enrollment (12 hours or more for undergraduates and 9 hours or more for graduates) during fall and spring semesters unless approved for less by the Office of International Affairs. If approved for less than full-time enrollment per an Underload form from the Office of International Affairs, the student must still adhere to enrollment policies for Student Employment. Student employees who are also Graduate Assistants must only maintain at least 6 hours of enrollment fall and spring semesters. For summer semester, undergraduates must maintain 3 hours and graduates must maintain 2 hours. Audit courses do not count toward meeting the enrollment requirements for Student Employment.

Work Hours

- International Student Employees at SIUE are prohibited from working more than 20 hours per week during fall and spring semesters. During summer semester and university break weeks, an International Student Employee can work up to 28 hours per week. Graduate students with a Graduate Assistantship may never work more than 20 hours per week between the assistantship and student employment, except during summer semester a student with a Graduate Assistantship can work up to 28 hours combined.

*The term "International Student" as used in this document refers to students on F-1 and J-1 Visa's. Students on any other type of Visa must get permission from the Office of International Affairs to work on campus.