

ON-CAMPUS EMPLOYMENT

Presentation for
International Student Orientation

STEP 1

Finding a Job on Campus



Check with...



Career Management Center's
e-Recruiting System
<http://www.odu.edu/ao/cmc/>
(Set up a personal account at CMC.)

Your Friends

Your Department

YOU MAY....

- Work on-campus where a service is provided to the University.
- Work a *maximum of 20 hours per week* on campus (not per department) during the spring and fall semesters.
- Work 40 hours per week during the summer semester and breaks.

YOU MAY NOT....

- accept and are not eligible for "work study" positions.
- work off campus.
- accept a position in the University Village Shops (Tropical Smoothie, Boar's Nest, etc.)

STEP 2

Employment Paperwork



Where are you required to complete employment paperwork?

In International Student and Scholar Services (ISSS) only.

Never do I-9 paperwork in the department.

Why only in ISSS?

In conjunction with the University and Research Foundation Payroll offices, ISSS tracks you toward becoming a "tax resident" of the United States. The departments do not have the paperwork to do so.

Which forms are required?

- I-9 (validates your eligibility to work and shows dates you may work.)
- Child Support form
- Drug and Alcohol Policy form
- Internet/Computer usage agreement
- Tax Status Form
- Guide to Calculate Countable Days
- Substantial Presence Test
- W-4 (Federal tax form)
- VA-4 (Virginia tax form)



What should you bring to ISSS?



- An **official offer letter** (on department letterhead w/original signature) from the department or office hiring you.
 - The letter must include the following:
 - Your name and University ID Number (UIN)
 - Department contact and phone number
 - **Actual** dates of employment
 - Job title and wages being paid
 - Number of hours per week you will work
 - How the position is funded? By the University or by the Research Foundation.

Also bring...

- Your I-20 or DS-2019
- Passport
- I-94 Card
- U.S. Social Security Card
- E.A.D. (Work Authorization Card)
- Any Notice of Action from Immigration



When is employment paperwork processed?

Monday, Wednesday, Friday
10:00 a.m. - 12:00 p.m.



Tuesday, Thursday
1:00-3:00 p.m.

STEP 3

Social Security Card

Why do you need a SS card?

- If you are not working on campus, you do not need or qualify for a Social Security card.
- If you obtain a job on campus, you do need a card so that the U.S. Internal Revenue Service can track the taxes you pay.

If you are eligible, how do you apply for a SS card?

- After you complete employment paperwork in ISSS, you will be given a letter for and directions to the Norfolk Social Security Administration office.
- Note, you must be in the United States for at least 10 days before applying for a SS card.
- You must return to ISSS with the SSA RECEIPT (letter) **within 3 business days** of applying for a SS card.

If you are eligible, how do you apply for a SS card? (continued)

- By returning the receipt to ISSS, you will then be given a **30-day** authorization to work on campus. If you do not receive your card by the authorization expiration date, contact ISSS for an extension.
- Once you receive your Social Security card, sign it and bring it to the ISSS office so your employment paperwork can be finalized.

Remember..

- SS cards will not be forwarded if you move.
- Once you receive your card, sign it and bring it to the ISSS office.
- The Social Security Number you are issued will be yours for life. Guard it carefully to avoid identity theft.
- If you lose your card or change your name, contact the SSA for a replacement card as soon as possible.

STEP 4

Maintaining Your Employment Eligibility



- You are required to update your tax forms (Tax Status Form, VA-4 and W-4) in ISSS every year. Failure to do so may interrupt your pay.
- Do not let your passport or visa document (I-20 or DS-2019) expire.
- You are also responsible for knowing when your I-9 expires.

Exceptions to working on campus?

- The following exceptions address the issue of off-campus employment with documented permission from the Office of International Student & Scholar Services.
 - **Economic Hardship.** This is for students who are in situations that they did not expect before they came to the U.S. (e.g. sponsor death or retirement).
 - Make an appointment with an advisor if this situation applies to you.

Curricular Practical Training for Students on F-1 Visas

- This immigration benefit is processed by an International Student Advisor.
- It is a privilege for F-1 visa holders who have maintained their visa status.
- You must participate in a one-hour workshop where all of the requirements will be explained.
- Review CPT requirements on the ISSS website.

Academic Training for J-1s Visa Holders

- Privilege for J-1 visa holders who have maintained their visa status.
- There are specific rules regarding the length of time this can be done. Please refer to the information sheet on this in the *J Student* section of the ISSS web site.
- There is no workshop for this immigration benefit. If you are interested, please make an appointment with an ISSS advisor.

Remember...

Working off-campus without permission from the ISSS office is **ILLEGAL**.



Don't give up on your job search. Use contacts in your department and your friends.



Questions?

Email: <intlstu@odu.edu>

Good Luck with your search!