



F-1 Student On-Campus Employment

Instructions for Students

These instructions will assist non-US citizen, international students with an F-1 VISA in understanding the employment requirements of the U.S. Citizenship and Immigration Services (USCIS).

F-1 visa holders must complete employment authorization paperwork ***BEFORE BEGINNING EMPLOYMENT*** on campus **every time they are hired for a new job or a new school year**. International students **may not begin working** until the entire employment authorization process has been completed. Failure to comply with this will disqualify the student from working for the remainder of the semester.

Steps in the Hiring Process

- Student must complete employment application in Human Resources before beginning work.
- Student identifies open position, with assistance from Human Resources office.
- Student takes employment application to Hiring Manager for identified open positions.
- Student interviews and receives a job offer from a Hiring Manager.
- Hiring Manager submits payroll authorization to Human Resources.
- Hiring Manager prepares and signs employment letter for the Registrar.
- Student completes an F-1 Student On-Campus Employment Application.
- Student takes F-1 Application and employment letter to Human Resources for them to copy and to get a copy of their payroll authorization.
- Student takes all three documents to the Registrar's Office and has their employment verified and approved by a Designated School Official.
- Registrar's Office notifies Human Resources of approval, Human Resources notifies Hiring Manager.

On Campus Employment Limits

Only full time F-1 students who maintain good academic and SEVIS standing are eligible for on campus employment. Employment must be directly affiliated with Lake Superior State University and serve our students. To comply with University policy and VISA requirements total employment between all on campus jobs cannot exceed 19 hours per week while school is in session. Students may work full time during school breaks as long as they are enrolled full time for the next semester (i.e., winter break, summer break).

Employment Authorization Process

International students are hired using the following process:

1. Student will complete a LSSU Student Employment Application with Human Resources.
2. Human Resources will assist the student in reviewing available jobs on campus that may fit their skills and qualifications. The student will then need to contact individual departments to apply for employment. Alternatively, a student may contact departments directly in their field of study for a list of available positions. If a student plans on being re-hired in to a position they can proceed to Step 3.
3. Hiring Manager interviews and verbally offers a position to the student. **The student may not begin working yet.** The Hiring Manager will submit a paper payroll authorization to Human Resources.
4. Upon receiving the job offer, the student returns to Human Resources:
 - a. Student completes an F-1 Student On-Campus Employment Application. (This is a different form than the LSSU Student Employment Application) HR will keep a copy.

- b. Human Resources will provide the student a copy of the payroll authorization from the hiring manager.
 - c. The student brings a signed letter on LSSU letterhead outlining the details of their employment from their hiring manager. HR will keep a copy.
5. The student will take all three completed documents to the Registrar's Office where their employment will be verified and approved by a Designated School Official (DSO).

This procedure must be done for every position and for every school year or semester that the student works. Failure to comply with this will disqualify the student from working for the remainder of the semester.

Social Security Card and Additional Employment Paperwork Information

After the first time that an international student is authorized by the Registrar's Office to work on campus, they will need to apply for and obtain a Social Security Number (SSN). Human Resources can provide the student with information on how to obtain the SSN. Once the student applies for and obtains the SSN, they will need to bring their Passport, Photo ID and Social Security Card to Human Resources to complete employment paperwork. This will include an I-9 "Employment Eligibility Verification", and Federal/State tax forms.

Once these forms have been completed, an international student is now eligible to begin working. These forms do not need to be completed again unless there is a significant gap in employment, such as one year or more. However, as previously stated the employment authorization process between Human Resources and the Registrar's Office will still need to be completed each time the international student works on campus.

Student Checklist

- Complete a LSSU Student Employment Application in the Human Resources office.
- Obtain a list of open positions from Human Resources or on the Student Job Board and apply for jobs in person at the department.
- Interview as requested by Hiring Managers
- Accept desired job offer from Hiring Manager, notify Hiring Manager of International status.
- Complete F-1 Student On-Campus Employment Application with Human Resources
- Obtain copy of payroll authorization for position from Human Resources
- Obtain employment letter from Hiring Manager, make sure HR has a copy
- Take the payroll authorization, employment letter and F-1 Student On-Campus Employment Application to Registrar's Office for verification and approval.
- Obtain a Social Security Number with Social Security Administration office, if this is your first time working in the United States. (Human Resources can assist)
- Complete Employment Paperwork with Human Resources, if this is your first time working at LSSU.

Key Links and Contact Numbers

Human Resources Office

906-635-2213

Employment Paperwork Links

I-9 <http://www.lssu.edu/hr/documents/i-9-New.pdf> - This document requires proof of identity and employment eligibility. Common acceptable documents are a photo ID AND an original social security card (no copies or faxes). As an international student, we must also view your I-20. A full list of the acceptable documents can be viewed on page 9 of the I-9 document. **You MUST have the required original documents with you when you complete your employment paperwork in Human Resources.**

Federal W-4 http://www.lssu.edu/hr/documents/fw4_001.pdf

Michigan W-4 http://www.lssu.edu/hr/documents/MIW-4_000.pdf

Direct Deposit http://www.lssu.edu/hr/documents/DIRECTDEPOSITAUTHORIZATION_004.pdf