LAKE SUPERIOR
S T A T E U N I V E R S I T Y

F-1 Student On-Campus Employment Checklist
International Students

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.

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).

Steps in the Hiring Process

1. Student visits Human Resources (HR) to complete employment application and identify open positions. Employment application only completed if student is applying for a job under a new supervisor.
    HR confirms full time status on SFAREGQ in Banner.

    □ HR: _____   Credit Hours: _____

2. Student takes employment application to Hiring Manager to apply for open positions; student interviews and receives a job offer from a Hiring Manager. Hiring Manager prepares Payroll Authorization and gives to student.

    □ DEPT: _____

3. Student takes payroll authorization to HR. Student obtains and completes an F-1 Student On-Campus Employment Application. HR verifies the following information:

    Job ID: _____ Job Dept.: _____ Job Title: _____

    □ HR: _____

4. Student presents F-1 Application and this checklist to the Registrar's Office. Designated School Official reviews and approves employment at the Registrar's Office. Student is given an application for Social Security Card.

    □ Registrar: _____

5. Student takes Social Security Card Application to Social Security Office. When student receives Social Security Number student returns to Human Resources with Passport, F-1 Visa, I-20 document, I-94 document, Social Security Card, F-1 Application, and this checklist to complete employment paperwork.

    □ HR: _____

6. Human Resources will notify Hiring Manager of student's Authorization to Work via email.

    □ HR: _____

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.

Rev 9/30/2016