

Protocol for Hiring International Students for On-Campus Employment

Rationale: Students from other countries studying in the United States have different restrictions related to employment when in the U.S., i.e. if they are allowed to work, where they can work, how many hours they can work, etc. In order to ensure that international students will be working within the requirements set forth by their visas, an additional step in hiring needs to be added to protect the College and the international students' visa status. (i.e. if students violate their visa status, intentionally or unintentionally, their visas can be revoked. The US INS doesn't care if it is a mistake or not.)

Process (steps) for hiring an international student for on-campus employment:

- International Student applies for work with a campus department.
- The campus department decides to extend an offer to the international student to work in that department.
- When an official offer is made, the International Student Permission to Work On-Campus form must be completed and sent to the Registrar's Office for review.
- The Registrar may contact the direct supervisor listed on the form if there are any questions or issues related to the type of work or hours listed that may impact compliance with visas status.
- When an approval is granted from the Registrar, the Student Permission to Work On-Campus form is signed by the Registrar and returned to the student, the direct supervisor and Human Resources via AC email.
- The Registrar will supply a letter of support for students to apply for a Social Security Number for work on campus if they do not have an SSN* and report as needed to SEVP.
- Campus department refers the student to Human Resources to complete the hiring process.

*Students can work on campus without using the SSN as a form of identification for Human Resources purposes provided that they have other forms of identification that meet the requirement to complete the I-9. However, earnings have to be reported at the end of each year for tax purposes, so having an SSN on file or Tax ID# is required. We recommend that international students obtain a SSN and then present the card to the Registrar's Office once obtained to add the SSN to the student's official record to reduce issues in the future for many campus offices.