

International Student Instructions For On-Campus Employment

Hiring supervisor will give you:

- Offer letter
- Employment Verification Form

You will bring these to Office of International Students & Scholars (OISS). OISS will give you another letter (on OISS letterhead), a Social Security (SS) application, and this list of instructions. Make sure you have the SS application filled out **BEFORE** arriving at the SS office. **Note:** SS offices close at 12:00 (noon) on Wednesday's. Dial-A-Ride: 217-639-5169. **(If going in a group of more than two you MUST call ahead or you may be told to come back another day!)**

Effingham: 1-888-213-5288

Champaign: 1-877-819-2593

You will take all of these to a SS office plus original **Visa/Passport, I-94, and I-20**. If you qualify for a SS card they will give you a receipt; you will bring this receipt back to OISS. OISS will date stamp the receipt and give you the original and one copy:

- Payroll (original)
- Hiring supervisor (copy)

YOU CANNOT WORK UNTIL YOU HAVE BROUGHT YOUR RECEIPT TO OISS!!!

OISS will assign a temporary SS#. When your SS card arrives OISS will email you to come to the office and sign. No one else can pick it up for you. OISS will keep a copy and you will take your original SS card to Payroll.

When you receive your card, and before your first pay of each calendar year, you will need to meet with **Mike Hutchinson** to produce your yearly W4 and other tax documents that you will need to sign.

Contact Mike at 581-7753, mwhutchinson@eiu.edu, or in Old Main, 1st floor, Room 1137 (Business Office).

Whether you are seeing Mike for the first time or have seen him before, you will need to take:

- Passport/Visa
- I 20
- Social Security card
- Dates of when you arrived and left the US
- Contact information

Direct Deposit forms should be taken to the Payroll Office located in Old Main, 2nd floor, Room 2011.

F-1 Student Employment Reminders **YOU MAY ONLY WORK ON-CAMPUS**

If an F-1 student does not follow the terms of their nonimmigrant status as stated in the regulations, OISS will report the violation by terminating the student in SEVIS. Once terminated, the student must depart the country immediately. The U.S. government takes working illegally very seriously. You must get authorization from a Designated School Official in OISS before starting any on-campus employment. **Students can only work 20 hours per week when school is in session.**