

International Student Instructions For On-Campus Employment

If you have been offered an on-campus job or a graduate assistantship, you will need to acquire a social security card to begin your employment at Eastern Illinois University. To begin the process of acquiring a social security card, you will first need to bring confirmation that you secured employment to the Office of International Students and Scholars.

- If you have a campus job offer, bring the offer letter from your hiring supervisor
- If you are a Graduate Assistant, bring a signed copy of your assistantship contract

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. **DO NOT CHANGE THE ADDRESS IN BOX 16.** **Note:** SS offices close at 12:00 (noon) on Wednesday's. If you need transportation, you can call Dial-A-Ride at 217-639-5169. If more than two going at a time, call ahead for appointment or you risk being told to come back another day.

Effingham: 1-855-213-5288

Champaign: 1-877-819-2593

You will take the above forms to a SS office plus original **Visa/Passport, I-94, and I-20**. Once your application is processed, they will give you a receipt which you will bring to the OISS office. OISS will date stamp the receipt and issue a temporary SS number. You will take the stamped receipt to your hiring supervisor so they will know you are now approved to begin working. Graduate Assistant's will take their receipt to the Graduate School.

YOU CANNOT WORK UNTIL OISS HAS THE RECEIPT!!!

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.

When you receive your card, and before your first pay of each calendar year, you will need to meet with **Daylea Ethridge** to produce your yearly W4 and other tax documents that you will need to sign. Contact Daylea at 581-7737, djethridge@eiu.edu, or in Old Main, 1st floor, Room 1137 (Business Office).

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

- Passport/Visa (original)
- I 20 (original)
- Social Security card (original)
- 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.