On-Campus Employment Handbook

What is on-campus employment?

An F-1 visa holder may work on-campus, as long as the employment is performed on the school's premises. This includes on-location commercial firms which provide direct services for students on campus, such as the bookstore and dining services. **Please keep in mind that F-1 international students are not eligible for work-study jobs.**

Who is eligible and when?

➢ F-1 students can work on-campus immediately upon obtaining F-1 status in the United States. Since F-1 students can arrive to the United States up to 30 days prior to the semester start date on their I-20, international students are eligible to work 30 days prior to the semester start date.
➢ F-1 students transferring from another U.S. school can begin on-campus work after the SEVIS transfer release date.
➢ F-1 students must be maintaining their immigration status, including being enrolled full-time or have an approved reduced course load in order to work on-campus (excluding summer, unless summer is the first term of enrollment at Marian).
➢ F-1 students must be in good academic standing in order to work on-campus.

How many hours can an F-1 student work per week?

➢ Students can work no more than 20 hours a week while school is in session.
➢ Students can work up to a maximum of 37.5 hours per week during breaks that are one week or longer (summer break, winter break, spring break).

How does a student find on-campus employment?

The best place for students to look for on-campus employment opportunities is through The Exchange (exchange@marian.edu, 317-955-6500, located in the Library)

➢ Go to marian.edu/exchange and click on the KnightWork logo
➢ Log in with the Marian username and password
➢ Students should follow the necessary steps to complete their profile
➢ Students need to upload their resume and wait for approval from The Exchange
➢ Students can browse jobs while waiting for approval, then apply for jobs after their resume is approved by The Exchange
➢ Once the position is offered, the supervisor will notify The Exchange of the hire. The hired student then obtains the "cleared to work" orange card through The Exchange.

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What does the student do *after* finding an on-campus job?

Does the student already have a Social Security Number (SSN)?
➢ If the student already has a SSN, he or she can take the "cleared to work" orange card directly to Human Resources.
➢ If the student does not have a SSN, please see the following section on obtaining one. The student must first apply for an SSN and have a receipt in order to process the employment paperwork needed for the "cleared to work" orange card from Human Resources.

How does a student obtain a Social Security Number (SSN)?
➢ The student should come to Julia in the Office of International Programs (109 Clare) to clarify the following instructions.
➢ The student's supervisor must fill out the SSN offer letter, included in this packet. The supervisor should **print the offer letter on letterhead**, complete the top portion, and then return it to the student. The student needs to meet with Julia to complete the bottom portion of the SSN offer letter.
➢ The student should take the completed SSN offer letter, immigration documents (I-20, passport, visa, and I-94), and Social Security Application Form (called SS-5; which is also attached) to the nearest Social Security Administration (SSA).

The nearest Social Security Administration
is located at 6745 NETWORK PL, INDIANAPOLIS, IN 46278
Hours: Monday, Tuesday, Thursday, Friday (9 a.m. to 4 p.m.)
Wednesday (9 a.m. to 12 p.m.)
All times are subject to change. Check their website for any time changes before going.

➢ One cannot apply for an SSN more than 30 days before the employment start date. The student also must have an active status in SEVIS. For new students and transfer students, be sure that your SEVIS status is active before going to the SSA.
➢ The SSN card will be mailed to the student in about 2 weeks. Sign the card and keep it in a secure place. Do not take a picture of the card or store the number in a phone.
➢ Once the student receives the card, he or she should immediately take it to Human Resources in Marian Hall.

What other items are needed to complete the on-campus employment process?
Once the student is offered the position and receives the "cleared to work" orange card from The Exchange, and has an SSN or SSN application receipt, the student needs to meet with the Human Resources office to complete a **criminal background check** and **new hire packet**. This new packet contains important items such as:
➢ New Hire Information Sheet
➢ I-9, Employment Eligibility Verification
➢ Tax Withholding Forms, such as W-4 (federal taxes) and WH-4 (state taxes). For resources on completing the W-4 as a non-resident alien, please see the employment page of the Office of International Programs at http://www.marian.edu/international-programs/international-student-and-scholar-services/employment
➢ Direct Deposit Form

Once students complete the above process with Human Resources (HR), they will sign your "cleared to work" card.
Give your HR signed "cleared to work" card to your supervisor.
You cannot begin work until your "cleared to work" card is SIGNED by HR.

Frequently Asked Questions

Can I obtain a SSN before having a job offer? No, as an F-1 student, you are only eligible for a SSN during your degree program if you can present an offer letter.

Does my on-campus job have to relate to my major? No, your on-campus job does not have to relate to your major. Off-campus employment, on the other hand, does have to relate to your major.

Do I need to inform the Office of International Programs that I changed on-campus jobs? Currently, you do not need to report on-campus job changes with the Office of International Programs.

***Can I work at another school's campus for on-campus employment*?** No, the on-campus employment rules are for employment at Marian. If you are interested in working off-campus, even at other university, you need to apply for Curricular Practical Training (CPT) or Optional Practical Training (OPT).

Can I work for more than one Marian employer? Yes, you may work more for than one campus employer as long as you do not exceed the hours per week as described above. Be sure to notify Human Resources of all on-campus employment opportunities.

Can I work on-campus after I complete my degree program? After you graduate (in accordance with the end date on your I-20), you are *not allowed* to work on-campus unless you have Optional Practical Training (OPT) approval from the U.S. government.

Can I work while I am waiting for my Social Security Number (SSN)? Yes, as long as you have applied for an SSN and present the application receipt to the Human Resources office.

Do I have to be enrolled in summer in order to be eligible to work on-campus in the summer? You do not need to be enrolled in the summer to be allowed an on-campus summer job, unless you are a new student to Marian University starting classes in the summer term.

Date_____

This is evidence of on-campus employment for _____.
                                                                                 (Name of F-1 student)

Nature of employment: _____

Start Date: _____   Number of Hours/Week: _____
                                                                           Maximum while school is in session: 20 hours/per week
                                                                           Maximum during official break: 37.5 hours/week

Employer Contact Information:

_____
(On-campus office where the student will work)

_____317-_____
(Employer Telephone Number)

_____35-0868175_____
(Employer Identification Number)

By completing and signing this employment verification document, I understand that:

   1.) This student may work up to, but no more than, 20 hours/week while school is in session and 37.5 hours/week during official school breaks.
   2.) This student may only work on campus.

_____
(Name and Title of Student's Immediate Supervisor)

_____
(Immediate Supervisor Signature, no stamps)

****
This section is for reserved for the International Student Support Specialist's use only.)

_____
Typed or printed name of Designated School Official (DSO)

_____
Signature

_____   _____
Date   **Phone Number**

11/9/2015

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.

5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.

6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.

9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.

13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.

16. Show an address where you can receive your card 7 to 14 days from now.

17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to https://secure.ssa.gov/apps6z/FOLO/fo001.jsp to find the Social Security office or Social Security Card Center that serves your area.

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved
OMB No. 0960-0066

		First	Full Middle Name	Last
1	**NAME** TO BE SHOWN ON CARD			
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last
	OTHER NAMES USED			

2	Social Security number previously assigned to the person listed in item 1	☐☐☐ – ☐☐ – ☐☐☐☐

3	**PLACE OF BIRTH** _____ (Do Not Abbreviate) City	State or Foreign Country	Office Use Only FCI	**4**	**DATE OF BIRTH** _____ MM/DD/YYYY

5 CITIZENSHIP (Check One)
☐ U.S. Citizen   ☐ Legal Alien Allowed To Work   ☐ Legal Alien **Not** Allowed To Work(See Instructions On Page 3)   ☐ Other (See Instructions On Page 3)

6 ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary)
☐ Yes   ☐ No

7 RACE Select One or More (Your Response is Voluntary)
☐ Native Hawaiian   ☐ American Indian   ☐ Other Pacific Islander
☐ Alaska Native   ☐ Black/African American   ☐ White
☐ Asian

8 SEX   ☐ Male   ☐ Female

		First	Full Middle Name	Last
9	**A. PARENT/ MOTHER'S NAME AT HER BIRTH**			
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See Instructions for 9 B on Page 3)	☐☐☐ – ☐☐ – ☐☐☐☐		☐ Unknown

		First	Full Middle Name	Last
10	**A. PARENT/ FATHER'S NAME**			
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	☐☐☐ – ☐☐ – ☐☐☐☐		☐ Unknown

11 Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?
☐ Yes (If "yes" answer questions 12-13)   ☐ No   ☐ Don't Know (If "don't know," skip to question 14.)

		First	Full Middle Name	Last
12	Name shown on the most recent Social Security card issued for the person listed in item 1			

13 Enter any different date of birth if used on an earlier application for a card _____ MM/DD/YYYY

14 TODAY'S DATE _____ MM/DD/YYYY

15 DAYTIME PHONE NUMBER _____ Area Code   Number

16 MAILING ADDRESS (Do Not Abbreviate)
Street Address, Apt. No., PO Box, Rural Route No.
City   State/Foreign Country   ZIP Code

I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best to my knowledge.

17 YOUR SIGNATURE

18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:
☐ Self   ☐ Natural Or Adoptive Parent   ☐ Legal Guardian   ☐ Other Specify _____

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

NPN			DOC	NTI	CAN		ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT

EVIDENCE SUBMITTED

SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW

DATE

DCL

DATE