

International Student Instructions For On-Campus Employment

Hiring supervisor will give you:

- Offer letter
- Graduate Assistant's will need signed copy of their contract

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. **DO NOT CHANGE THE ADDRESS IN BOX 16.** **Note:** SS offices close at 12:00 (noon) on Wednesday's. Dial-A-Ride: 217-639-5169.

Effingham: 1-855-213-5288 Champaign: 1-877-819-2593

You will take all of these to a SS office plus original **Visa/Passport, I-94, and I-20**. Once your application is processed they will send a receipt to the address listed in box 16 which will be the OISS office. When we receive the receipt we will scan a copy to you and you will be issued a temporary SS number until your card arrives. You will need to take a copy of the 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 A 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 **Ramey Martin** to produce your yearly W4 and other tax documents that you will need to sign. Contact Ramey at 581-7741, rlmartin@eiu.edu, or in Old Main, 1st floor, Room 1137 (Business Office).

Whether you are seeing Ramey 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.