

Student Employment for International Students

Career Lab
Lucina Hall Room 235

As an international Ball State University student, you may be eligible for student employment. There may be restrictions on your ability to work in the United States. It's important to work closely with the Center for International Programs to verify your employment eligibility and to follow all appropriate university procedures to expedite the employment process.

The Career Center coordinates all on-campus student employment. You must be working toward a Ball State degree, meet visa requirements to work in the United States, and meet all other university requirements for employment before you can be referred to a campus employer.

Applying for On-Campus Student Employment

1. Complete **STEP ONE** of the *Permission to Work for Ball State University International Students* form on the back of this handout. It is also available at the Rinker Center for International Programs, Student Center room 102.
2. Visit the Rinker Center for International Programs where a representative will complete **STEP TWO** of the *Permission to Work* form.
3. Visit the Career Center after finding job listings on Cardinal ViewJobs at <http://www.bsu.edu/careers/viewjobs>. Write down the numbers of jobs that interest you and bring your *Permission to Work* form to the Career Center, Lucina Hall 220. You will complete the Ball State University Application for Student Employment and Employment Eligibility Verification (or I-9) form required by the U.S. government. To complete **STEP THREE**, you must show documents to prove your eligibility to work in the United States. A list of acceptable documents is on the Career Center's website. On the Career Center's home page click Student Employment. Scroll down to Student Employment Handbook, and click Eligibility Documents for Federal I-9 Form. You will be given referrals to the campus employers; then you can contact them for interview appointments.
4. If you are offered a job, the campus employer must complete **STEP FOUR** of the *Permission to Work* form. Return the form to the Rinker Center for International Programs to receive an

employment documentation letter for the local Social Security Administration office. Visit the local Social Security Administration office as soon as possible to apply for your Social Security number. To begin working, you must visit the Office of Payroll and Employee Benefits, Administration Building room G29, to complete the appropriate tax forms for your country.

5. Complete **STEP FIVE** within two weeks of receiving your Social Security card. Take your original card as well as a photocopy with Your Permission to Work form to the Office of Payroll and Employee Benefits. Your number will be entered into the payroll system and university records. Failure to report your Social Security number may result in termination of your campus employment and withholding of your paycheck.

For additional information, visit the Career Center's website at <http://www.bsu.edu/careers>.

Resources

The following resources are available in the Career Lab in Lucina 235. The lab is open Monday - Friday from 8 a.m. to 5 p.m. during the school year and from 7:30 a.m. to 4 p.m. during the summer.

- *American Ways: A Guide for Foreigners in the United States*
- *The Art of Crossing Cultures*
- *The International MBA Student's Guide to the U.S. Job Search*
- *Living in the U.S.A.*
- *U.S. Internships for International Students and Young Professionals*

Websites

- Career Center publications: <http://www.bsu.edu/careers/publications>
- Great Links to Explore: <http://www.bsu.edu/careers/links> (Scroll down to International Students and the U.S. Job Search.)
- InternationalStudent.com: <http://www.internationalstudent.com>
- ForeignBorn.com: <http://www.foreignborn.com>
- International Students and Social Security Numbers: <http://www.ssa.gov/pubs/10181.html>



PERMISSION TO WORK FOR BALL STATE UNIVERSITY
INTERNATIONAL STUDENTS
Rinker Center for International Programs and Career Center

STEP ONE (to be completed by the international student)

Student Name _____ Ball State ID No. _____

Social Security Number (if currently available) _____

STEP TWO (to be completed by Rinker Center for International Programs)

This student is in status according to USCIS regulations until _____, is in good academic standing, and by virtue of his/her visa status may be eligible for on-campus employment if all other university requirements are met.

Signed _____ Date _____

STEP THREE (to be completed by Career Center)

This student has completed a Ball State University application for student employment and the Employment Eligibility Verification, Form I-9, and meets all other requirements for student employment at Ball State University.

Signed _____ Date _____

STEP FOUR (to be completed by campus department offering employment and taken to Rinker Center for International Programs)

If you decide to hire this student complete this section. Attach the referral and a copy of the Confirmation of the Student Employment Authorization (SEA) with your signature to this sheet. The student should take all forms to the Rinker Center for International Programs to get an employment documentation letter to take to the local Social Security Administration office. This authorizes the student to apply for a Social Security number. This process may take two to four weeks. The student may begin work once you've gotten a referral from the Career Center.

This student has been offered employment.

Department _____ Job Title _____

Start Date _____ Number of Hours Per Week _____

Supervisor's Name _____ Supervisor's Signature _____

STEP FIVE (to be completed by Office of Payroll and Employee Benefits)

Within two weeks of receiving your Social Security card, take the original card and a photocopy of it to the Office of Payroll and Employee Benefits, Administration Building Room G29. Your Social Security number will be entered into the payroll system and university records. Failure to report your number may result in termination of your campus employment and withholding of your paycheck.

Signed _____ Date _____