

STUDENT EMPLOYMENT FOR INTERNATIONAL STUDENTS

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. Visit the Center for International Programs, Student Center 102, and obtain a Permission to Work form.
2. Go to www.bsu.edu/careers and click on the "Student Employment" link. Click the link "begin the student employment application process" and complete the on-line application. You will need your Ball State Outlook username and password to access the application form. Do not print out tax forms.
3. Go to Cardinal ViewJobs on the World Wide Web to see job listings. On the Career Center's home page click "Student Employment," then "Cardinal ViewJobs." Write down the numbers of jobs that interest you.
4. Bring your Permission to Work form and list of job numbers to the Career Center, Lucina Hall 220. You will complete the Employment Eligibility Verification (or I-9) form required by the U.S. Government. 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 Web site. On the Career Center's home page click "Student Employment," then "Student

Employment Handbook," then "Required Employment Eligibility Documents." You will be given referrals to the campus employers; then you can contact them for interview appointments.

5. If you are offered a job, the campus employer must complete section three of the Permission to Work form. Return the form to the Center for International Programs to receive an employment documentation letter for the local Social Security Administration office.
6. You may begin working immediately. However, you must visit the local Social Security Administration Office as soon as possible to apply for your Social Security number.
7. When you receive your Social Security card, take your card and a photocopy of it to the Office of Payroll and Employee Benefits, Administration Building Room G29. Your number will be entered into the payroll system and university records. You have up to 90 days to report your Social Security number to the Office of Payroll and Employee Benefits. Failure to report your number within 90 days may result in termination of your campus employment and withholding of your paycheck.
8. Once you start work, you must visit the Office of Payroll and Employee Benefits to complete the appropriate tax forms for your home country.

For additional information, visit the Career Center's Web site at www.bsu.edu/careers.

For detailed information about a full range of career-planning and job-search topics, be sure to visit the Career Center's World Wide Web site at <http://www.bsu.edu/careers/>.

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