

LASELL COLLEGE

On-Campus Employment Guide for F-1 International Students

All F-1 students are permitted to work on-campus at Lasell College part-time while school is in session and full-time during the summer and official school breaks.

- Employment is limited to 20 hours per week while school is in session.
- Employment can be more than 20 hours per week during the summer and official school breaks.
- On-campus employment may only occur between the program start date and the end date on a Form I-20.
- Some organizations, such as Lasell Village, Chartwells, Barnes and Noble, and the PACES tutoring program that are associated with Lasell, are considered on-campus employment.
- If the on-campus employment is paid, a Social Security Number is required.

Remember that off-campus employment and internship opportunities are restricted for international students and could be a violation of the F-1 student visa, so students should never accept or engage in off-campus employment without prior authorization from the Office of International Services.

Steps to Finding and Starting an On-Campus Job

1. Create a great résumé /CV

A résumé is typically required when applying for jobs. Use the “**Make an appointment**” feature on MyLasell to schedule an appointment with a Career Counselor in the Office of Career Services for assistance in how to put your education, skills, and experience in résumé format.

2. Visit the Student Employment Site to view available positions on campus

On MyLasell, click the “**Employment and Internships**” tab on the left, then in the “**On-Campus Employment**” Section. Click the “**Student Employment Site**” to view all available positions on campus. Read the requirements, job descriptions, and application instructions.

3. Apply for On-Campus jobs

When you find a position you want to apply for, follow the instructions listed in the description. If it gives you a supervisor and email address, write an email and include your résumé. Use the format similar to the sample below:

Dear Ms./Mr. _____,

My name is _____ and I am interested in the position of _____. (You can include more information about why you want the job). Please find my résumé attached for your consideration. I can be reached by email at _____ or by phone at _____. I look forward to hearing from you.

Sincerely,

Name

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4. Collect documentation to apply for Social Security Number

If you are offered a paid on-campus position and you do not have a Social Security Number (SSN), you must apply for one. If you already have an SSN, please skip to #7.

Your on-campus job supervisor must give you an official offer letter and sign the "**International Student On-Campus Employment - Confirmation of Job Offer**" form. A template letter and the form are available on the [ISS website](#). After you have these two documents bring them to the Office of International Services for a signature and further instructions on applying for an SSN. (Turn Page)

5. Apply for the Social Security Number

You must complete the SSN application from the Social Security Administration website, then take the SSN application and required documents to any US Social Security office during regular business hours. Follow instructions on the [ISS website](#). Allow at least two weeks for processing and mailing. You cannot begin working until you receive your SSN card in the mail.

6. Inform your supervisor when your Social Security Number arrives

Once you have received your SSN in the mail, contact your on-campus supervisor to inform them you have received it.

7. Collect and complete all hiring paperwork at Human Resources

Your supervisor must give you the "**Lasell College Student Employment Payment Authorization Form**". Bring the Payment Authorization form, your passport, your I-20, and your Social Security Card with you to the Human Resources office, located in Eager House, 49 Seminary Ave. (Note: Supervisors for positions at Lasell Village, Chartwells, or Barnes and Noble will inform you where to complete hiring paperwork.) Once your paperwork is complete, you are ready to begin your on-campus job.

8. Remember you must file taxes

F-1 students earning money in the U.S. must file federal and state income tax forms by April 15 each year. You may file taxes using Form 1040NR, or the shorter Form 1040NREZ, if you meet its requirements. You must also file Federal Form 8843. More information regarding taxes can be found on the [ISS website](#).