



## Guide for On-Campus Supervisors Hiring F-1 International Students

This resource is a guide for hiring supervisors to understand the conditions of F-1 student employment and the process students must undergo before legally beginning their employment.

- All F-1 international students are permitted to work on-campus at Lasell University provided that they are maintaining their F-1 status by being enrolled as a full-time students in good academic standing with a valid 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.
- Employment is limited to 20 hours per week while school is in session. Students may work more than 20 hours per week during the summer and official school breaks.
- On-campus employment can occur between the start date listed on their Form I-20 until the SEVIS program end-date.
- On-campus employment does not require approval issued by the Department of Homeland Security. However, a Designated School Official (DSO) in the Office of International Services must provide approval if a Social Security application is required.
- Please note that off-campus employment and internship opportunities are very restricted for international students and could be a violation of the F-1 student visa without proper authorization, so students should never accept or engage in off-campus employment without prior authorization from the Office of International Services.

## Social Security Number Regulations

- F-1 students offered paid on-campus employment must apply for a Social Security Number (SSN) if they do not already have one.
- F-1 students are only eligible to apply for the SSN if they have been offered an on-campus job or are in a period of authorized curricular training, such as Curricular Practical Training (CPT) or Optional Practical Training (OPT).
- F-1 students may only apply for the SSN within 30 days of the anticipated start date of employment.
- The processing of SSN applications takes up to ten business days from the date of application.
- Students may not begin employment until the SSN has been processed and received in the mail.



### 1. F-1 student is offered an on-campus job

If the student you are hiring for a paid position does not have a social security number, he/she must apply for one before beginning work. If the student already has an SSN, please proceed to #4.

### 2. Collect documentation to apply for Social Security Number

You must give the student two items required to apply for an SSN. A template letter and the form are available on the [Social Security page on the ISS website](#).

- An official offer letter on letterhead that includes the student's name, department name and job title, approximate number of hours per week, start date, and supervisor information.
- "**International Student On-Campus Employment - Confirmation of Job Offer**" form with job information signed by the student and the supervisor.

After the student has these two documents, he/she must come to the Office of International Services for a DSO signature and further instructions on applying for an SSN.

### 3. Apply for the Social Security Number

The student will bring the two documents you supplied, a completed SSN application, and other required documents (Form I-20, passport, F-1 visa, I-94 admission record, and student ID card) to any U.S. Social Security Administration office during regular business hours.

Upon successful submission of the application, the processing time is between 5-10 business days and the Social Security card is mailed to the student's address. The student cannot begin working until he/she receives the SSN card in the mail.

### 4. Inform you when the Social Security Number arrives.

Once the student receives the SSN in the mail, he/she will contact you to finish the remaining hiring paperwork.

### 5. Collect and complete all hiring paperwork at Human Resources.

The supervisor gives the student the "**Lasell University Student Employment Payment Authorization Form**" to bring to Human Resources office, located in Eager House, 49 Seminary Ave. The student must also bring his/her passport, Form I-20, and Social Security Card. (Note: Supervisors for positions at Lasell Village, Chartwells, or Barnes and Noble must inform the student where to complete hiring paperwork.) Once the paperwork is complete, the student is ready to begin on-campus employment.