



Steps to On-Campus Employment for International Students

All employees are required to have a social security number. The Social Security Administration requires an international student without a social security number to **prove he or she has obtained an on-campus position, and show evidence of that employment**, or a Social Security number **will not** be issued.

International students must complete the following steps *before* they may begin work:

1. **Search for an on-campus job.** To view job openings, go to www.kent.edu/career and click on the "Find Jobs & Internships". You will log into [Flash @ Work](#) with your FlashLine username and password, update your profile & upload a resume, and then you may begin searching and applying for jobs. Other job search strategies include talking directly with departments of interest or visiting their websites; and networking with other students, advisors and staff.

Below is a list of the largest employing departments on campus.

Department Name	Department Website
Dining Services	http://www.kentstatedining.com/dining/location_blank.html
Information Services (IS/IT)	http://www.kent.edu/is/index.cfm
--Business Computer Lab	http://www.kent.edu/business/about/computer-lab.cfm
--The Tech Spot	http://www.kent.edu/is/techspot/apply/index.cfm
Library	http://www.kent.edu/library/about/depts/administration/student-jobs.cfm
Student Recreation & Wellness Center	http://www.kent.edu/recservices/employment.cfm

2. **Once you have interviewed and received an offer of employment, your supervisor will complete and sign Section I of the Social Security Employment Verification Form and the Student Job Offer Form.** After you sign the Student Job Offer Form, you will **take both of the completed forms with you.**

While you have begun the employment process, **you may not begin work until all required employment forms are completed and permission has been granted!**

3. **Visit the Office of Global Education** (106 Van Campen). The **Social Security Employment Verification Form will be completed** as well as the **I-9 Employment Eligibility Verification Form**. You will receive a list of other documents to take to the Social Security Administration Office as well as directions.
4. **Visit the Social Security Administration Office** (444 Enterprise Parkway, Ravenna, Ohio) **to submit your Social Security Employment Verification Form.**

Be certain to **obtain a Verification of Application for a Social Security Number that includes your name** from the Social Security Administration.

5. **Make an appointment with the Payroll Office** (330-672-8640, 236 Schwartz Center) **to complete Federal, State, and City tax form.**

You will need to present the following:

- **Social Security Employment Verification Form** (from the hiring department)
- **I-9 Employment Eligibility Verification Form** (from Office of Global Education)
- **Verification of Application for a Social Security Number** (from Social Security Administration)

6. **Visit the Career Services Center** (261 Schwartz Center) **to complete the remaining employment forms.**

You will need to present the following:

- **Student Job Offer Form** (from hiring department)
- **I-9 Employment Eligibility Verification Form** (from Office of Global Education)
- **Tax Withholding Form** (from Payroll Office)

Once you complete the employment paperwork, you will need to **electronically sign your “Student Employment Certification Statement”**. Go to www.kent.edu/career and click on **CampusWorks**. Once logged in using your FlashLine username and password, click the “*I accept*” button to sign the Statement.

7. To complete the hiring process, check your kent.edu email or **log into CampusWorks to confirm your acceptance of the job offer.**

You will be notified via a *Job Confirmation* email when permission to work has been granted and your job has been activated.

8. **When you receive your Social Security card in the mail, YOU ARE REQUIRED to present your card to the following offices within 90 days.** *Failure to do so will result in termination of employment.*

- **Registrar’s Office** (108 Schwartz Center)- to update your KSU Student Record with your social security number
- **Payroll Office** (236 Schwartz Center)- to update your KSU International Student Record with your social security number

Office locations you will visit:

Career Services Center	261 Schwartz Center	330-672-2360	http://www.kent.edu/career
Office of Global Education	106 Van Campen	330-672-7980	http://www.kent.edu/global
PARTA (bus service)	2000 Summit Rd. Kent, OH 44240	330-678-1287 x-119	http://www.partaonline.org/
Payroll Office	236 Schwartz Center	330-672-8640	http://www.kent.edu/about/administration/business/business/payroll/index.cfm
Registrar’s Office	108 Schwartz Center	330-672-3131	http://www.registrars.kent.edu/home/
Social Security Administration	440 Enterprise Parkway Ravenna, Ohio 44266	1-855-863-3562	http://www.ssa.gov/

Work Hour Limits: The U.S. Department of Homeland Security has limited part-time employment for international students to no more than 20 hours per week during the semester. Working more than 20 hours per week could have serious implications for the student and the University.