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, before a Social Security number will be issued.

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

1. Search for an on-campus position. To view openings, go to the Flash @ Work website at: flash-at-work.kent.edu and log in with your FlashLine username and password, update your profile & upload a resume, and then you may begin searching and applying for positions. To locate on-campus jobs & graduate assistantships: 1) Click on Job Search, then Advanced Search, and 2) enter “On-Campus” in the Organization Name field. Scroll down to see all currently available positions.

Other search strategies include talking directly with departments of interest or visiting their websites; and networking with other students, advisors and staff. Apply only for positions you are qualified for.

International students are not eligible for Work Study. Read the position descriptions carefully to ensure they are not limited to students with a federal work study award only.

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 Offer of Student Employment Form. After you sign the Offer of Student Employment 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) to have the Social Security Employment Verification Form completed.

4. Visit the Social Security Administration Office (444 Enterprise Parkway, Ravenna, Ohio, 44266) 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 your tax form.

   You will need to present the following:
   • Social Security Employment Verification Form (from the hiring department)
   • Verification of Application for a Social Security Number (from the Social Security Administration)

6. Visit Career Exploration and Development (261 Schwartz Center) to complete the remaining employment forms.

   You will need to present the following:
   • Acceptable Photo Identification (i.e., Passport)
   • I-20
   • I-94
   • Offer of Student Employment Form (from hiring department)
   • 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 **CampusWorks** at: [https://campusworks.kent.edu](https://campusworks.kent.edu) and once logged in using your FlashLine username and password, click the “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 employment offer**.

   You will be notified via the *On-Campus Student Employment Confirmation* email when permission to work has been granted.

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
   - Payroll Office (236 Schwartz Center) - to update your KSU International Student Record

### Tips for Navigating the Job Search Process in the U.S.

1. **Know how to market yourself.** U.S. employers look for applicants who have clear career goals and the ability to describe how one’s skills and experiences align with position requirements.

2. **Know the difference between a resume and curriculum vitae (CV).** American resumes are formatted differently than international resumes, so design your resume to reflect U.S. employer expectations.

3. **If the employer is no longer hiring or the position has been filled, do not keep asking for a job or contacting the employer on a regular basis.** This could be interpreted as over-bearing and could affect future employment possibilities.

4. **If a position is offered to you, you must respect the terms of your employment.**
   - If for some reason you cannot accept the position, it is courteous to call, send a letter, or e-mail the employer to explain why you are unable to accept it.
   - KSU departments count on their employees, so it is important to work the hours that you agree to work, to arrive at work on time and to always inform your supervisor if you are unable to come to work or if you will be late.

5. **Dress professionally** and speak with your employer about their specific workplace dress code.

6. **If you wish to leave your position, it is considerate to write an official resignation letter to your supervisor two weeks prior to leaving or verbally communicate to your employer that you do not wish to continue.** It is unprofessional to just stop showing up.

7. **Actively practice your English speaking skills.**

8. **Work Hour Limits:** The U.S. Citizenship and Immigration Service (USCIS) 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. International students may work up to **28-hours per week when classes are not in session** (winter and spring breaks) and during the summer.

12/6/2016