

International Student Worker Hiring Process

For University Departments and Students

There are many other types of international students that may be eligible for on-campus employment. The information below pertains to the first time hiring of F-1 and J-1 status students enrolled at FDU.

F-1 and J-1 Graduate and Undergraduate International Students are eligible for on-campus student positions of 20 hours per week while the term is in session – winter and summer session maximum of 28 hours. There are no exceptions to the 20 hour per week immigration regulation. (Note – students may not work on campus after completion of their academic program in student worker positions.)

International students who are accepting on campus employment positions CANNOT begin employment until after they have visited International Student Services and the Social Security Administration Office and obtained a receipt letter stating the Social Security application has been received and processed.

Please note: International Student are not eligible for Federal Work Study (FWS) Positions

STEPS TO SUCESSFULLY HIRING AN INTERNATIONAL STUDENT ON CAMPUS

Step 1	Department creates a hire letter that the student will bring to the Office of International Student Services (ISS). Sample hire letter on ISS webpage under “On campus hiring process for Intl. Students.” <i>Note: ISS processing times will be longer (5 to 7 business days) at the beginning of the academic term.</i>
Step 2	Student will take the letter from the hiring department and the letter provided by ISS to a local Social Security Administration (SSA) office. ISS will provide the student with instructions on what status documents to take with them to the SSA.
Step 3	Student will receive a Receipt Notice from Social Security indicating that they have applied for a Social Security Number and card issuance. <i>Note: 2 to 4 weeks to receive SSN Card in the mail.</i>
Step 4	The student will bring the employing department supervisor the SSA Receipt Notice.
Step 5	A SPIN and SSA receipt should be sent to HR/Payroll. The student can begin work. Time sheets may also be submitted to Payroll however student will not receive pay until the entire process is complete.
Step 6	Once the student receives the Social Security Card and Number (SSN) in the mail they should sign the card and bring it to their employing department supervisor to complete a Form I-9 (for Employment Eligibility Verification) http://view2.fdu.edu/legacy/hri92013.pdf
Step 7	Complete Form I-9 – Hiring Department and Student Form I-9 will require that student produce documents from Column A, or Column B and C in the instructions. Review the documents the student provided and complete Section #2. Only original documents may be reviewed and certified. The student’s SSN must also be entered on the form.
Step 8	Send the student to HR/Payroll with the completed Form I-9 and SSN card Student completes the W-4 form at HR/Payroll. Once submitted the student can now be paid.
Florham Students	<ul style="list-style-type: none"> • Hiring department copies signed SSN and writes hiring department contact information on copy • Hiring department sends copy to Payroll with completed I-9 • Payroll contacts department when tax documents are being sent for student signature • Hiring department returns signed tax documents to Payroll

Other Hiring Categories

University departments hiring international students as **Graduate Assistants**, receiving **tuition credit or stipends paid from a grant** should contact HR/Payroll directly for assistance with the hiring process.

Hiring returning international students

1. **A new SPIN must be created and submitted to HR in September or at the beginning of the hiring term**
2. **The Form I-9 documents must be reviewed for validity and updated as necessary.**
3. **No new hire letter from ISS is required**

Hiring international students who already have a Social Security Number (SSN) but have no previous employment at FDU

1. **A new SPIN must be created and submitted to HR in September or at the beginning of the hiring term.**
2. **The Form I-9 must be completed and sent to HR/Payroll**
3. **No Letter from ISS is required**

Training Materials on Hiring Students can be found on the Human Resources/Payroll Department site:

<http://view2.fdu.edu/university-offices/human-resources/online-training/>

Sample International Student Hire Letter

Must be on Official University/Department Letterhead

Date

Name of the Student: **First/Given Middle and Last/Family Name** (all names must be spelled correctly!)

Start Date of Employment: _____ (must be a date a minimum of 5 to 7 business days in the future from the date submitted to ISS.)

Student Employee Position Title: _____

Brief Description of duties/responsibilities:

Rate of Pay per hour: _____

Number of hours to be worked per week: _____

Printed Name of Student Employment Supervisor or Department Chair
Title of the Student Employment Supervisor or Department Chair

Signature of Student Employment Supervisor or Department Chair
Name of the Hiring Department
Hiring Department Contact phone number