Want To Work As An International Student? Find Out How Here!

Employment Eligibility

To Be Eligible to Work: Must maintain full-time enrollment in school (except during authorized breaks)

F-1 students are eligible to work under specific conditions:

On-Campus Employment: Limited to 20 hours per week during academic semesters (fall/spring and summer only if it is student's final semester) no istart form needed
- Students can work full-time during breaks (20+ hours)
- For more information check out: <u>On Campus Employment</u>

Off-Campus Employment/ J-1 Visa Students: Check In With OIE First
- Requires specific authorization (CPT, OPT) – requires istart form
- Internships require more authorization check out: <u>Academic Training</u>
- For more information on CPT check out: <u>Off Campus Employment During Studies</u>
- For more information on OPT check out: <u>Off Campus Employment/Practical Training After Studies</u>
- And <u>Off Campus Employment/Practical Training (STEM)</u>
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Types Of Employment

On-Campus Employment:
- Work performed on school premises
- Services provided directly to students
- Examples: Library assistant, research assistant, dining hall staff, department office worker

Where to find on-campus jobs:
- JobX
- Handshake
- Individual department websites
- University career center listings: Career Center Instagram

Summer/Winter Break Employment
- Can work full-time on campus during official breaks (20 hour per week limitation doesn't apply)
- Off-campus work during breaks still requires proper authorization if applicable (not applicable for F-1 students)

What To Do After You Get A Job Offer

1. **Do you have a SSN?**
   - **YES** ⟶ Complete Tax Form At Waterman ⟶ Your Good To Go!
   - **NO** ⟶ You Must Apply For An SSN AND Complete Waterman Tax Form

2. **Go To Waterman First To Complete Taxes For Work (I-9 Form). Can Complete Tax Form Without Having SSN/ In Process Of Getting SSN**

   - Let Waterman Office Know Your Working On Getting SSN - and where you are in the process

   - What You Need To Bring To Waterman: Passport, I-20, I-94 (shows your current status in the US can get most recent form HERE - you can bring online form)

Applying For SSN

When to Apply
- Apply AFTER receiving a job offer
- Cannot apply more than 30 days before your employment start date
- Can begin application process before or after doing Wateman taxes (recommended to complete Waterman taxes first)

1. How to apply
- First fill out SSN application and book an appointment at the Social Security office in Downtown Burlington: <u>Online Application</u>
- Social Security Office Address: 128 Lakeside Ave suite 107, Burlington, VT 05401

Applying For SSN

2. Paperwork you need to bring to your SSN appointment
- Job offer letter (from place of employment with department letter head) containing: Job title and description, start date, number of hours per week, supervisor's name and contact information
- OIE support letter – can request in iStart (F-1 Social Security Letter request) or make an appointment with OIE to get one (need proof of job offer to get support letter from OIE)
- Passport
- Visa (F-1/J-1)
- I-20 or DS-2019 form (proof of F-1/J-1 status)
- Printed copy of you I-94 – can get your most recent I-94 <u>HERE</u> (get most recent I-94)

Applying For SSN

3. Visit SSN office
- Bring all required documents
- Verify information at SSN office
- Receive SSN receipt at end of appointment

4. Next Steps
- Send picture of SSN receipt to: payroll@uvm.edu
- Wait 2-4 weeks for your SSN card to arrive by mail
- Once your receive Social Security card - secure file transfer a photo of SSN card to: payroll@uvm.edu
- Secure File Transfer: https://filetransfer.uvm.edu/
- Why to keep SSN safe
- For more information visit: Applying for SSN

Frequently Asked Questions

- **Can I work while applying/ waiting to receive my SSN?** Yes, you can work while applying and waiting to receive your SSN, you just need to complete the I-9 form at the Waterman office to be eligible to begin work.

- **Do I need a Social Security Number (SSN)?** Yes, to work in the United States you need a Social Security Number.

- **Am I allowed to work off-campus?** Off-campus employment requires specific authorization such as CPT, OPT or AT. Working off-campus without authorization is a serious violation of visa status.

Resources and Contact Information

Office of International Education (OIE)
Location: Office of International Education, The University of Vermont, 633 Main Street. Living/Learning Center, B-101, Burlington, VT 05405
Email: internationalstudents@uvm.edu
Website: https://www.uvm.edu/oie
Appointment Scheduling: Here

Helpful Links:

- On Campus Employment
- Off Campus Employment During Studies
- Off Campus Employment/Practical Training After Studies
- Off Campus Employment/practical Training (STEM)
- Academic Training

- Applying for SSN
- Most recent I-94
- OIE Website
- HR Waterman
- Schedule OIE Appointment
- SSN Online Application