

## GENERAL STUDENT EMPLOYMENT FAQs

### ***Where can I find a job?***

Students who meet eligibility requirements may work in any of our hiring departments and can begin exploring opportunities via [Handshake](#). Students may also go directly to any department on-campus to inquire about student employment opportunities.

### ***How do I apply for employment on campus?***

Follow the application instructions for the job you are applying for.

### ***How many hours may I work?***

Non-international students may work up to 25 hours per week during the academic year (subject to department budget availability), and up to 30 hours per week during school breaks. International students may work up to 20 hours per week during the academic year (subject to department budget availability as well as the terms and conditions of their US visas), and up to 30 hours per week during school breaks.

### ***May I have more than one job?***

Students are permitted to work in only one on-campus job at a time.

### ***What do I need to do to be cleared to start my on-campus job?***

Before beginning work as a Hofstra student employee, among other onboarding paperwork, you must complete the Federal Form I-9 to verify your eligibility to work in the US. You will need to present ORIGINAL, UNEXPIRED identification (copies are not permitted), as mandated by the federal government. Acceptable forms of identification are listed at [on the US Center for Immigration Services site](#).

### ***Do I need to re-complete onboarding paperwork for each job I hold on campus?***

No, however, tax exemption certificates are only valid for one year. Any employee who claims “Exempt” from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise, his/her exemption will become single with 0.

### ***How and when are student employees paid?***

Students are paid in arrears and semimonthly in accordance with the dates set forth on the Student Pay Schedule, which can be accessed on the [Hofstra portal](#). You can pick up your paycheck at the Payroll Office on each Pay Day, however we strongly encourage students to [enroll in Direct Deposit](#) as your pay will be sent directly to your bank account.

### ***Do I need to do anything if I leave a job before the end of the academic year or summer?***

If you leave your position, for whatever reason, before the end of the academic year or summer, you must notify the Office of Student Employment by telephone or email and must include in such notification your last date of work. This notification requirement does not apply to short-term positions, i.e. day- or week-long positions.

### ***May I return to the same job each year?***

Yes, if you are invited to do so by your employer and if you maintain eligibility requirements. You do not need a new work permit if you are continuing a job from fall to spring, but you do need a new work permit for the summer or the next academic year.

***Must I accept the job offered to me?***

No. You will have an opportunity to consider the jobs available at the time you want to start working. After interviewing with a department manager and receiving a job offer, you decide whether or not to accept the job. If you decide not to accept a job, you may consider other jobs which are available, on a first-come, first-served basis.

## FEDERAL WORK-STUDY FAQs

### ***How can I get a Federal Work-Study Grant?***

The first step in getting a Federal Work-Study Grant is to apply for financial aid. Filing the FAFSA (Free Application for Federal Student Aid) will establish eligibility for Federal Work-Study as well as other types of Federal financial aid. Be sure to indicate interest in Work-Study where the question is asked. Once the form is processed, you must return required supporting documents to the Office of Student Financial Services. A Financial Aid counselor will review your file to determine your eligibility.

### ***How do I know whether I have been awarded a Federal Work-Study Grant?***

You will receive an award letter from Hofstra University indicating any and all financial aid you have been awarded. If you are eligible for Federal Work-Study, this financial aid award letter will list the dollar amount of the grant. You may also check the Financial Aid section of the Hofstra portal to see if you were awarded any FWS grant money. Finally, you may contact Student Financial Services by email at: [studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu); by telephone at: 463-8000; or in person at: 206 Memorial Hall to speak with a counselor.

The dollar amount is the maximum a student may earn for the academic year on the Federal Work-Study Program. Summer Grants are awarded separately upon your manager's request to the Office of Student Financial Services.

### ***If I receive a Federal Work-Study Grant, will that amount be deducted from my University bill?***

No. Unlike other forms of financial aid, the amount of your Federal Work-Study Grant relates to ELIGIBILITY ONLY and the amount must be earned through a job. There is no guarantee that you will receive all or even part of this money, nor is there a guarantee that you will obtain a job. The only way you can receive any of the grant is to obtain a Federal Work-Study job. If you do, you are paid directly by check for your actual hours of work, but cannot earn more than the amount of your grant. You decide how the money will be spent.

### ***Is there a Federal Work-Study job for every eligible student?***

Unfortunately, no. Federal Work-Study funds are awarded to each school by the government, not directly to each student. Students apply for FWS jobs on a first-come, first-served basis once eligibility has been determined. Once the funds granted to the school for this purpose are earned by students, the government does not award additional funds until the following year. All hourly student employment positions can be paid through Federal Work-Study funds, meaning students may earn their Federal Work-Study award through working any hourly student employment position.

### ***Do I have to work?***

No, you do not have to work, but working is the only way you can earn the Federal Work-Study grant money. If you do not work a Federal Work-Study job during the year you are awarded a grant, you will not earn any part of that grant. If you obtain a Federal Work-Study job at any time during the grant year, you will start earning the grant amount.

### ***Am I paid to study?***

No. Federal Work-Study jobs are real jobs with real responsibilities. You are paid to work; NOT to study.

### ***If I don't use all the award money this year, may I use the Federal Work-Study grant I got this year to work next year? If I have a grant this year, will I have one next year?***

No. Federal Work-Study is a form of financial aid and, like other forms of financial aid, may be used

only in the year for which it was awarded. You must reapply for this, as well as all other types of aid, each year. There is no guarantee that you will receive a grant each year, as it is part of your total financial aid package and will be influenced by other types of aid you receive (including loans), family income and your non-Federal Work-Study income during the previous year. All of these items are variable and can impact your eligibility.

***May I return to the same job each year?***

Yes, but only if you are invited to do so by your employer and if you are eligible the following year for Federal Work-Study. You must apply for financial aid each year and you must obtain and complete the appropriate paperwork from the Office of Student Employment at the beginning of each year. You do not need new paperwork if you are continuing a job from fall to spring semester, but you do need new paperwork for the summer and the next academic year.

***May I work off-campus with my Federal Work-Study grant?***

Yes, FWS jobs may be on or off-campus. Hofstra University encourages those students eligible for FWS to take advantage of employment offering community service opportunities. These jobs are available both on campus and in the local community. Off-campus FWS jobs may be with federal, state, or local public agencies or private nonprofit organizations and must be in the public interest. Some of our off-campus community service employers have been the Uniondale Public Library, Roosevelt Children's Academy, and the Cradle of Aviation Museum.

## INTERNATIONAL STUDENT EMPLOYEE FAQs

Employment eligibility for international students is governed by federal law. Hofstra University's Office of International Student Affairs is responsible for verifying the work eligibility of our international students. All questions by international students or managers regarding eligibility and other special requirements relating to employment of the international student should be addressed to that office at (516) 463-6796 or [international@hofstra.edu](mailto:international@hofstra.edu).

### ***Is an international student eligible to work in the United States?***

You should not assume that an international student is automatically eligible to work in the United States. Unauthorized employment is a most serious violation and puts your ability to remain in the United States in jeopardy. Students should consult with the Office of International Student Affairs before accepting any employment.

### ***What documents should the international student bring to the Office of Student Employment?***

- ✓ Completed Work Permit.
- ✓ Social Security Card (or receipt from the Social Security Administration Office)
- ✓ Unexpired foreign passport
- ✓ Form I-94
- ✓ Form I-20

### **Students who do not have a Social Security Card must apply for one immediately and may not begin working until they do so.**

The Office of Student Employment will then direct the international student to meet with the Payroll department, which will also require the presentation of these documents.

### ***Meeting with a Payroll representative.***

The Internal Revenue Service has special tax withholding rules that apply to wages paid to international student employees who are nonresidents. The Payroll Specialist will see that all tax related forms are completed accurately and submitted to the correct governmental agency.

### ***How does the student apply for a Social Security Card?***

The United States Social Security Administration, a department of the United States government, only issues social security cards to eligible international students who have permission to work and have been offered a job. In order to secure a Social Security card, an international student must be in full compliance with his or her student immigration status. If so, the student will need to follow the social security application instructions, which can be located by searching [hofstra.edu/ssn](http://hofstra.edu/ssn).

When an international student completes the application process he or she will receive a receipt from the Social Security Administration office. The student must then return to the Hofstra University Office of Student Employment to show this receipt.

### ***When may the international student begin working?***

When the international student returns to the Office of Student Employment with the Receipt from the Social Security Office, he or she will be asked to complete the United States Citizenship and Immigration Services Form I-9, which requires you to present certain original documents regarding your identification. **The student MAY NOT BEGIN WORKING UNTIL S/HE HAS COMPLETED THIS FORM I-9 and presented the necessary documents(see question 2 above).**

***What happens when the student receives his or her Social Security Card?***

Once an international student receives the Social Security card and accompanying number in the mail, s/he must make an appointment with the Office of Student Employment.

***How often does the student need to meet with Payroll?***

An international student must contact the Payroll Office at the beginning of each new calendar year. At that time, the Payroll Office will advise whether an in-person meeting is required. An international student is also required to contact the Payroll Office any time there is a change or update to his or her immigration status or Form I-20. The Payroll Office may be reached at: [payroll@hofstra.edu](mailto:payroll@hofstra.edu) or 516-463-7101.

***How many hours per week may an international student work on campus?***

F-1 international students may work a maximum of 20 hours per week when school is in session and 30 hours per week during summer and intersession.

***May international students work in a Federal Work Study position?***

No, international students are not eligible for Federal Work Study positions.