

FREQUENTLY ASKED QUESTIONS CONCERNING EMPLOYMENT OF INTERNATIONAL STUDENTS

Employment eligibility for international students is governed by federal law. Hofstra University's Office of Multicultural & International Student Programs ("MISPO") is responsible for ensuring our international students are eligible to work. All questions by international students or supervisors 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.

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

You should not assume that you are 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. Please consult with the Office of Multicultural and International Students about your eligibility.

If the Office of Multicultural & International Student Programs has determined that I am eligible to work, what steps do I need to take to work on campus at Hofstra?

After you have an on-campus job offer, visit MISPO to complete necessary paperwork. Once the Office of Multicultural & International Student Programs has determined that you are authorized to work in the United States, it will ensure that you are in good immigration status with regard to being an international student. If acceptable, the Director or Assistant Director of the Office of Multicultural & International Student Programs will then sign-off on an On-Campus Work Authorization Form. You must bring this completed On-Campus Employment Authorization and a completed Work Permit from the employing department to the Office of Student Employment located in the Human Resources Center.

What documents do I need to bring to the Office of Student Employment?

- ✓ Completed Work Permit
- ✓ Completed On Campus Employment Authorization Form
- ✓ International students who already have a Social Security Card must also bring those documents listed under "What happens when I receive my Social Security Card?"

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

How do I 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. In order to secure a Social Security card, you must be in full compliance with your student visa and immigration status. If so, the Office of Multicultural & International Student Programs will provide you with a letter so indicating your compliant status. The Office of Student Employment will provide you with a letter of offered employment. You must bring both letters—that from the Office of Multicultural & International Student Programs and that from the Office of Student Employment—to the local Social Security Administration office.

When you complete 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 I begin working?

When you return to the Office of Student Employment with the Receipt from the Social Security Office, you 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. **YOU MAY NOT BEGIN WORKING UNTIL YOU HAVE COMPLETED THIS FORM I-9** and presented the necessary documents. The list of acceptable documents may be found at <http://www.uscis.gov/files/form/i-9.pdf>.

Other than international students working for the Office of Public Safety, once you have completed the Form I-9 and have met with the Payroll Department as discussed below to complete tax-related forms, you may begin working. International students working for the Office of Public Safety must present their social security card and number before beginning to work.

How many hours per week may I work on campus?

International students may work a maximum of 20 hours per week when school is in session and 35 hours per week during summer and intersession.

May I work in a Federal Work Study position?

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

What happens when I receive my Social Security Card?

Once you receive your Social Security card and accompanying number, you must visit the Office of Student Employment. In addition to your Social Security card, you must bring the following documents with you:

- Unexpired foreign passport with visa
- Form I-94
- Form I-20 or DS-2019

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

Why do I need to meet 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 often do I need to meet with Payroll?

You 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. You are also required to contact the Payroll Office any time there is a change or update to your visa. The Payroll Office may be reached at: payroll@hofstra.edu or 516-463-7101.