

## FREQUENTLY ASKED QUESTIONS CONCERNING EMPLOYMENT OF INTERNATIONAL STUDENTS

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

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

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

### *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 Office of International Student Affairs will provide an international student with a letter so indicating the compliant status. The Office of Student Employment will provide an international student with a letter of offered employment. The international student must bring both letters—that from the Office of International Student Affairs and that from the Office of Student Employment—to the local Social Security Administration office.

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.** The list of acceptable documents may be found at <http://www.uscis.gov/files/form/i-9.pdf>.

### *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 visit 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.**