ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

Procedures:
Student must submit to the Office of International Student Services (OISS) an evidence of on-campus employment letter addressed to: Mrs. Candace Alphonso-Moore, OISS, Grossley Hall - Room 115A. The letter must be on department letterhead, signed by the supervisor and state:

1. the job title
2. number of hours per week (amount to be paid must be included if student is receiving stipend/assistantship)
3. duration of employment (example (January 3, 2010 – May 4, 2011) and
4. a brief job description. A Work Authorization letter will not be issued without items 1-4.

Upon receipt of the evidence of on-campus employment letter our office will issue a work authorization form for the student which is ready for pick up the next business day by 2:00pm.

If student needs Social Security Number:
- He/she takes the work authorization form letter to the supervisor for signature, makes 3 copies and submits the original work authorization form letter to the Social Security Office and applies for a social security card (Form SS-5) at 500 W. Loockerman Street, Suite 100 Dover, De 19901, 302-674-5162, M-F 9:00am – 4:00pm.
- Return the copy of the work authorization letter to the Student Employment Office, Payroll Office and your supervisor. If a copy of your work authorization form letter from the OISS DOES NOT reach the Payroll Office, YOU WILL NOT BE PAID!!!
- (If student has a SSN) Student takes the work authorization form letter to supervisor/or Payroll for processing. If your work authorization letter from the OISS DOES NOT reach the Payroll Office YOU WILL NOT BE PAID!!!

Students must submit their evidence of on-campus employment letter to our office BEFORE they begin working. If the letter is submitted AFTER the student’s start date, the work authorization form letter will be dated with the date the evidence of on-campus employment letter was submitted to our office. THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THIS RULE!!!!