

University of Southern Maine Office of International Programs

Steps for On Campus Employment Authorization for International Students

STEP 1: FIND A JOB



- Finding an On Campus Job can be challenging.
- International Students do not have work study funds. You must find a position that can pay you with **Departmental Funds**.
- International students are limited to 20 hours of work per week while school is in session.

OBTAIN AN OFFER LETTER from your EMPLOYER

- Once you have a job, obtain a letter from your employer verifying the details of your position. E-mail or hand deliver this letter at the International Office. It must include the job start date, anticipated number of hours per week and what you will be doing for tasks. (sample attached)

STEP 2: VISIT THE INTERNATIONAL OFFICE



- We will provide you with a Work Authorization Letter
- We will review instructions on how to apply for a Social Security Number as well as what documentation you will need to bring with you.
- We can review with you the next steps for completing the on campus payroll process.

STEP 3: APPLY FOR A US SOCIAL SECURITY NUMBER



- If you do not have a Social Security Number you **MUST** apply for one. You **MUST** wait 10 Days after your arrival in the US before you can apply.
- You are **NOT** eligible for a SSN unless you have a job or a Graduate Assistantship
- You cannot apply for a SSN until at least the first day you are

expected to begin working.

- The International Office can provide you with a detailed list of what you need to bring with you to the Social Security Office.
- The Social Security Office is located at 550 Forest Avenue in Portland and they are open M-F from 9 AM to 3 PM.
- **BE SURE TO REQUEST A RECEIPT** when you apply for your SS Card. You will need to submit the receipt as part of the payroll process.

STEP 4: COMPLETE THE USM PAYROLL PROCESS



- Once you apply for your SS Number and have your receipt please contact the International Office (ksinc@maine.edu or kphill50@maine.edu). We will schedule a time to complete your payroll paperwork.
- When you meet with Kimberly or Kaoru to fill out your paperwork you will need to have the following: (1) your receipt from the Social Security Office, (2) the work letter you received from your USM employer, (3) the work letter you received from the international office, (4) your I-20(s)/ DS-2019(s), (5) your passport with your student visa stamp and (6) your I-94
- Once you have completed your payroll paperwork, you will need to be sure you complete a work authorization form with your advisor.

STEP 4: BE SURE TO WATCH YOUR TIME!



Remember to watch your time. You are limited to 20 hours per week when school is in session. You can work full time during the summer or during the break between the fall and spring terms. Working more than 20 hours per week is a serious violation of your status and can result in negative consequences.

~ Sample Letter to Be Provided to Student by Hiring Department ~
Required for Obtaining a US Social Security Number

(Date)

To Whom It May Concern:

This is to confirm that **(student name)** will be a student employee in the **(Dept name)** for the **(Term)**. His/her dates of employment will be from _____ to _____. His/her job title will be _____ and his/her duties will include _____. The rate of pay will be \$_____ per hour and he/she will work approximately _____ hours per week. He/she will be working strictly within the guidelines allowed by immigration laws.

Employer contact information:

Supervisor _____

E-Mail Address _____

Phone _____

Sincerely,

(Supervisor's Name)

(Supervisor's Title)

(Supervisor's Dept.)