

On-Campus Work Permission Procedures for F-1 Students

All students who work on campus, including those with a Graduate Assistantship, are required to apply for and receive a U.S. Social Security Number (SSN). For new F-1 students, permission to work on campus involves a multi-step procedure which you can complete only AFTER you arrive on campus, attend orientation, register and pay for classes, find a job, and **have a written job offer**. Step-by-step procedures are described for you below.

Note: You **must** have a written job offer, even if you have an assistantship award letter, before you can apply for a Social Security card.

To request a written job offer letter:

1. Go to the Office of Multicultural Student Services in the Garrett Center with the following items to obtain a **“Student Verification Letter”**:
 - a. Letter from your future employer offering you a job
 - b. “F-1 Equivalency Certification Form” if applicable, signed by your advisor
 - c. Paid Registration Receipt from Swords Hall
 - d. Passport, I-20, and I-94
2. At the Multicultural Student Services Office:
 - a. Identify yourself as an international student who wants to work on campus
 - b. Submit the items listed in #1 above along with your local address & contact info
 - c. Request a ‘Student Verification Letter’ to take to the Social Security Administration
3. Before going to the Social Security Administration (SSA) office, complete the Social Security Administration form entitled: “Application for a Social Security Card” – which can be obtained from the MSSO. Make a copy of the completed form for your files before proceeding to the SSA office. There are copy machines in the Library.
4. Please allow at least 24-48 hours after checking in as a new student at the MSSO; it takes overnight data uploads to get your I-20 information updated to be viewed by the Social Security Administration.
5. Go to the Social Security Office to submit your application, taking with you the following:
 - a. Passport, I-20 and I-94
 - b. Student Verification Letter
 - c. Copy of your job offer letter from your future employer
 - d. Completed SSA Application for a Social Security Card (Don’t forget to keep a copy)
6. After submitting your SSA application, request and keep the receipt they will give to you.
7. Go to the Bradley Student Payroll Office in Room 225, Sisson Hall to obtain a temporary ‘permission to work’ notice, taking with you the following:
 - a. Your passport, I-94, and I-20
 - b. Your SSA receipt and/or letter from SSA verifying that your application has been accepted & submitted
 - c. Show your employer your “permission to work” when you report to work.

Items to note:

- You will be allowed to work temporarily (60 days). You should expect to receive a SS Card within sixty (60) days. Contact the Graduate School or Multicultural Student Services and the SSA, if you have not received a card after 45 days.
- You must present your Social Security Card to the Payroll Office within 60 days of receiving your temporary “permission to work” or you and your supervisor will be notified that your permission to work has expired.
- You must work for the on-campus employer providing the job offer letter.
- You will not be allowed to continue working until your Social Security card is presented to the Payroll Office,
- F-1 students are not permitted to work more than 20 hours per week during semesters in which they are a full-time student.
- F-1 students must also remain in good academic standing as F-1 students on academic probation will not be allowed to work.

Helpful Phone Numbers:

- Social Security Administration Office: (877) 319-6039
- Multicultural Student Services: (309) 677-2646
- Graduate School: (309) 677-2375
- Student Payroll Office: (309) 677-3115