

ON CAMPUS EMPLOYMENT PROCEDURES FOR INTERNATIONAL STUDENTS

The Immigration and Nationality Act makes the assumptions that F-1 students are in the U.S.A. to receive an education. Employment in general is restricted.

On-campus employment allows F-1 students to work for an office, such as an academic department, library, tutoring or other office as well as businesses at Adelphi providing direct services to students. An F-1 student may be employed as long as it does not interfere with the student's ability to maintain status. Students may work up to 20 hours per week while school is in session and full time (40 hours) during school holidays.

- Step 1:** You must first visit Center for Career Development located in Post Hall
- Complete Employment Application
 - Review Job Listings
- Step 2:** Secure Employment (Student's responsibility to obtain employment from the individual office)
- Obtain Payroll Transaction Form
 - Obtain Evidence Letter of Employment
 1. Students Name
 2. Number of hours per week
 3. EIN # of Employer
 4. Telephone Number of Supervisor
 5. When Employment begins and ends
 6. Original Signature
 7. Title of Supervisor
 8. Date
 9. Must be on school letterhead
- Step 3:** Visit the Office of International Student Services (OISS). Obtain letter for Social Security Administration Office (ONLY after OISS personnel has determined that you are registered for classes, maintaining status, and meet all U.S.C.I.S. guidelines for employment will a letter be issued).
- Step 4:** You must apply for a Social Security Card in person at a local office and receive a RECEIPT. Please see Instructions on How to Obtain a Social Security Card.
- Step 5:** Return to the Office of International Student Services with the receipt and receive the following forms:
- W-4 Form
 - IT-2104
 - OISS Employment Verification Form
 - W-8 BEN
 - Form 8233 (If your country has a tax treaty with the U.S.)
- Step 6:** After you have completed all the necessary forms, you must take them, including the receipt and the payroll transaction form, to **HUMAN RESOURCES (Levermore 203)** to complete the final process.
- Step 7:** After you received your Social Security Card, you must present it to the Office of Human Resources and only after you have done so, will you receive a pay check.

Tel. 516.877.4990
Fax. 516.877.3148