

International Student Instructions For On-Campus Employment

If you have been offered an on-campus job or a graduate assistantship, you will need to acquire a social security card to begin your employment at Eastern Illinois University. To begin the process of acquiring a social security card, you will first need to bring confirmation that you secured employment to the Office of International Students and Scholars.

- If you have a campus job offer, please bring the letter that confirms you have a job offer from your hiring supervisor
- If you are a Graduate Assistant you will need to bring a signed copy of your assistantship contract

Bring one of these forms to the Office of International Students & Scholars (OISS). OISS will give you another letter (on OISS letterhead), a Social Security (SS) card application, and this list of instructions. You will then take these materials to a Social Security Office, which is located in two nearby cities.

Make sure you have the SS card application filled out **BEFORE** arriving at the SS office. **Note:** SS offices close at 12:00 (noon) on Wednesdays. **For transportation to the SS card office you may call Dial-A-Ride: 217-639-5169. (If going in a group of more than two to the SS card office you MUST call ahead or you may be told to come back another day.) You can call the two local offices at:**

Effingham: 1-888-213-5288

Champaign: 1-877-819-2593

Take your forms to a SS office along with your original **Visa/Passport, I-94, and I-20**.

If you qualify for a SS card they will give you a receipt; you will bring this receipt back to OISS. OISS will date stamp the receipt and retain a copy for your file and give you a copy for you to give to your hiring supervisor. Graduate Assistants will take theirs to the Graduate School.

YOU CANNOT WORK ON CAMPUS UNTIL YOU HAVE BROUGHT YOUR RECEIPT TO OISS.

Once you bring the receipt, OISS will assign a temporary SS#. When your SS card arrives OISS will email you to come to the office and sign. No one else can pick it up for you. OISS will keep a copy of your SS card. If you are a graduate assistant, you will need to bring the SS card to the Graduate School in order to make a copy of the card.

When you receive your card, and before your first pay of each calendar year, you will need to meet with **Ramey Martin** to produce your yearly W4 and other tax documents that you will need to sign. Contact Ramey at 581-7741, rlmartin@eiu.edu, or in Old Main, 1st floor, Room 1137 (Business Office).

Whether you are seeing Ramey for the first time or have seen her before, you will need to take:

- Passport/Visa (original)
- I 20 (original)
- Social Security card (original)
- Dates of when you arrived and left the US
- Contact information

Direct Deposit forms should be taken to the Payroll Office located in Old Main, 2nd floor, Room 2011.

F-1 Student Employment Reminders

YOU MAY ONLY WORK ON-CAMPUS

If an F-1 student does not follow the terms of their nonimmigrant status as stated in the regulations, OISS will report the violation by terminating the student in SEVIS. Once terminated, the student must depart the country immediately. The U.S. government prohibits illegal work. You must get authorization from a Designated School Official in OISS before starting any on-campus employment.

Students can work no more than 20 hours per week when school is in session.