

	PAY-907
	International Student Employment
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	Approved By: Controller
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International student employees at Illinois Institute of Technology (IIT) are subject to the same policies and procedures as any other student employees. However, additional policies and procedures must be followed in order to be in compliance with the rules and regulations set forth by the Department of Homeland Security and the Internal Revenue Service.

To be eligible for on-campus employment, an international student is required to obtain a valid F-1 visa with an I-20 or a valid J-1 visa with a DS-2019. Only after the visa is obtained can the student apply for a job and receive an offer letter from the hiring department.

International students in F-1 and J-1 status are eligible to work not more than 20 hours per week during the fall and spring terms and not more than 38.75 hours per week during break periods and the summer. International students are responsible for keeping their visa status up-to-date.

A social security number is not required before the student starts work; however, a social security number is required to remain employed. Because only a non-citizen who has permission to work from the Department of Homeland Security can apply for a Social Security number, the Social Security Administration generally will not accept an application for a social security number from an international student until he or she has been in the United States for at least 10 days. Subject to this limitation, a student offered employment with IIT must thereafter promptly apply for and secure a social security number. The Student Employment Office will follow up with the international student until the social security number is received. If the student fails to provide his or her social security number to the Student Employment Office within 60 days of his or her employment start date, the student will not be allowed to continue employment.

F-1 status – Foreign student visa.

J-1 status – Exchange visitor visa.

I-20 - Form indicating a student is eligible for F-1 Student Status.

DS-2019 – Form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J-1 visa to enter the United States.

I-9 – Form used by an employer to verify an employee's identity and to establish that the worker is

eligible to accept employment in the United States.

W-4 – Employees withholding allowance certification.

1. The hiring department must submit a payroll/personnel authorization form to the Student Employment Office to hire a student. An e-mail is then sent to the student that will have the I-9, W-4 and direct deposit forms attached and a non-disclosure agreement that the student must sign.
2. The student must take the offer letter from the hiring department to the International Office where the letter is certified and the student's I-20 (F1 student status) or DS-2019 (J-1 exchange visitor status) is reviewed to verify the student's admission to IIT.
3. If an international student does not have a social security number when hired, the International Office will instruct the student to take the approved offer letter to the Social Security Administration Office to apply for one. IIT will provide a letter that identifies the international student, confirms his or her student status and identifies IIT as his or her employer and the type of work to be performed. The student will need to prove his or her immigration status to the Social Security Administration by providing an I-94 (arrival/departure record) and Form I-20 or DS-2019, whichever is applicable, and must present either a passport or birth certificate..
4. After the student applies for a social security number from, he or she must promptly take the social security number application receipt received from the Social Security Administration and his or her passport and I-20 to the Student Employment Office and complete a Form I-9 to document, as required by law, that he or she is authorized to work in the US. The student will also complete Form W-4 and may establish payroll direct deposit. Students who do not set up direct deposit will have their paychecks mailed to their official mailing address.
5. Only after all four documents are presented (SSN receipt application, Passport, I-20, and I-9) will the Student Employment Office approve the payroll authorization, which will then be entered into Banner HR. A student cannot, and should not be allowed to, commence work until the payroll authorization has been approved.
6. After entering the payroll authorization into Banner HR, the Student Employment Office will send a copy of the payroll authorization to the Payroll Department to file and so that the payroll processing for the student can begin.

It generally takes two to three days to complete the internal process at IIT and a minimum of two weeks to obtain a social security number.

None

Hiring departments who employ an international student
Student Employment Office
International Office
Associate Controller-Disbursements &Taxation- Provide guidance to ensure adherence to this policy

Forms

I-20, DS-2019, I-9

