

What is on-campus employment?

An F-1 or J-1 visa holder may work on-campus, as long as the employment is performed on the school's premises. This includes on-location commercial firms which provide direct services for students on campus, such as the bookstore, Subway, Chick-Fil-A, Starbucks, and Dining Services. **Please keep in mind that F-1 and J-1 international students are not eligible for federal work-study positions.**

Who is eligible and when?

- J-1 students must receive a letter from the Global Engagement Office (GEO) to confirm approval to work on-campus.
- F-1 and J-1 students can work on-campus immediately upon obtaining their appropriate status in the United States. Since F-1 and J-1 students can arrive to the United States up to 30 days prior to the semester start date on their I-20 or DS-2019, international students are eligible to work 30 days prior to the semester start date.
- F-1 and J-1 students transferring from another U.S. school can begin on-campus work after the SEVIS transfer release date.
- F-1 and J-1 students must be maintaining their immigration status, including being enrolled full-time or have an approved reduced course load in order to work on-campus (excluding summer, unless summer is the first term of enrollment at Marian University).
- F-1 and J-1 students must be in valid immigration standing in order to work on-campus.

How many hours can an F-1 or J-1 student work per week?

- Students can work no more than 20 hours a week while school is in session.
- Students can work up to a maximum of 37.5 hours per week during breaks that are one week or longer (summer break, winter break, or spring break).

How does a student find on-campus employment?



The best place for students to look for on-campus employment opportunities is through The Exchange (exchange@marian.edu, 317-955-6500, located in the Library). Create a Core account to get started.

- Go to marian.edu/exchange and click on the Request an Appointment in Core.
- Log in with your Marian username and password.
- Follow the necessary steps to complete your profile.
- Upload your resume and wait for approval from The Exchange.
- Browse jobs while waiting for approval, then apply for jobs after your resume is approved by The Exchange.
- Once the position is offered, your supervisor will notify The Exchange of the hire. You will then work with the Office of Human Resources to be cleared for work. Do not start working until you receive the approval email from Human Resources.

What should you do *after* finding an on-campus job?

Does the student already have a Social Security Number (SSN)?

- If you already have a SSN, present your card directly to the Office of Human Resources in Marian Hall.
- If you do not have a SSN, please see the following section on obtaining one. You must first apply for a SSN and then present the receipt to Human Resources. You should not begin to work until you receive a cleared to work email from the Office of Human Resources.

How do you obtain a Social Security Number (SSN)?

- Come to GEO in Clare Hall, Room 117 to clarify the following instructions.
- Your supervisor must complete the job offer letter (template in this packet) and return it to you. Please meet with GEO to complete the bottom portion of the employment letter.
- You will need to take the completed job offer letter, immigration documents (I-20 or DS-2019, passport, visa, I-94, and SEVIS Fee Receipt) as well as two proofs of address and completed Social Security Application Form (SS-5) to the Social Security Administration Office. The closest location is:

6745 NETWORK PL, INDIANAPOLIS, IN 46278

Hours: Monday, Tuesday, Thursday, Friday (9 a.m. to 4 p.m.)

Wednesday (9 a.m. to 12 p.m.)

All times are subject to change.

Check the SSA website for additional information: www.ssa.gov

- You must have an active SEVIS record prior to going to the SSA. If you are a new or transfer student, talk with GEO first.
- The SSN card will be mailed to the student in about 2 weeks. Sign the card in ink and keep it in a secure place. While it is wallet-sized, do NOT carry it with you. Others can use your SSN for identity theft.
- Once you receive the card, you should immediately take it to the Office of Human Resources.

What other items are needed to complete the on-campus employment

process? Once you are offered the position via Core, you will be cleared by Human Resources after submitting your HR forms online. These forms contain important items such as:

- New Hire Information Sheet
- I-9, Employment Eligibility Verification
- Tax Withholding Forms, such as W-4 (federal taxes) and WH-4 (state taxes). Do not follow the instructions for residents on the W-4 form. Visit GEO's website and look in the employment section for instructions.
- Direct Deposit Form (You must have a U.S. bank account)

You cannot begin work until you've been cleared to work by the Office of Human Resources. Once you complete the above process, you will receive an email from Human Resources with clearance to work.

Frequently Asked Questions

Can I obtain a SSN before having a job offer? No, as an F-1 or J-1 student, you are only eligible for a SSN during your degree program if you can present an offer letter. We realize that this seems strange, but it is the policy of the Indianapolis Social Security Administration.

Does my on-campus job have to relate to my major? No, your on-campus job does not have to relate to your major. Off-campus employment (CPT or OPT), on the other hand, does have to relate to your major.

Do I need to inform GEO that I changed on-campus jobs? You do not need to report on-campus job changes with GEO.

Can I work at another school's campus for on-campus employment? No, the on-campus employment rules are for employment at Marian. If you are interested in working off-campus, even at other university, you need to apply for Curricular Practical Training (CPT) or Optional Practical Training (OPT).

Can I work for more than one Marian employer? Yes, you may work more for than one campus employer as long as you do not exceed the hours per week as described in this packet. Be sure to notify Human Resources of all on-campus employment opportunities.

Can I work on-campus after I complete my degree program? After you graduate (in accordance with the end date on your I-20 or DS-2019), you are *not allowed* to work on-campus unless you have Optional Practical Training (OPT) approval from USCIS or Academic Training from GEO.

Can I work while I am waiting for my Social Security Number (SSN)? No. Once you have applied for a SSN and receive an application receipt, take it to the Office of Human Resources. This will allow them to provide more information about the next steps.

Do I have to be enrolled in summer in order to be eligible to work on-campus in the summer? You do not need to be enrolled in the summer to be allowed an on-campus summer job, unless you are a new student to Marian University starting classes in the summer term.

Can I start working in the summer before I arrive to Marian or right when the semester starts, as financial support?" F-1 international students can apply for employment up to 30 days prior to the program start date. New F-1 international students, however, cannot enter the U.S. more than 30 days prior to their program start date.

MARIAN UNIVERSITY
— Indianapolis —[®]
Global Engagement Office

Date _____

This is evidence of on-campus employment for

_____.

(Name of F-1 or J-1 student)

Nature of employment: _____

Date of Hire: _____

Number of Hours/Week: _____

Maximum while school is in session: 20 hours/per week

Maximum during official break: 37.5 hours/week

Employer Contact Information:

(On-campus office where the student will work)

317-_____

(Employer Telephone Number)

35-0868175

(Employer Identification Number)

By completing and signing this employment verification document, I understand that:

- 1.) This student may work up to, but no more than, 20 hours/week while school is in session and 37.5 hours/week during official school breaks.**
- 2.) This student may only work on campus.**

(Name and Title of Student's Immediate Supervisor)

(Immediate Supervisor Signature, no stamps)

(This section is reserved for the Global Engagement Office's use only.)

Printed name of Designated School Official (DSO) or Alternate Responsible Officer (ARO)

Signature

Date

Phone Number

Application for a Social Security Card

Applying for a Social Security Card is free!

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

IMPORTANT: You **MUST** provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We **CANNOT** accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and does not affect decisions on your application. We request this information for research and statistical purposes, to ensure all our customers receive fair and equal treatment.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

PRIVACY ACT STATEMENT
Collection and Use of Personal Information

Sections 205 and 702 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from assigning you a Social Security number and issuing you a new or replacement Social Security card.

We will use the information you provide to issue you a replacement Social Security card. We may also share your information for the following purposes, called routine uses:

- To Federal, State, and local entities to assist them with administering income maintenance and health maintenance programs, when a Federal statute authorizes them to use the Social Security number; and
- To student volunteers, persons working under a personal services contract, and others when they need access to information in our records in order to perform their assigned agency duties.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0058, entitled Master Files of Social Security Number (SSN) Holders and SSN Applications, as published in the Federal Register (FR) on December 29, 2010, at 75 FR 82121. Additional information, and a full listing of all of our SORNs, is available on our website at www.ssa.gov/privacy.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take between 5 and 60 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** *You may send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD		First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
2	Social Security number previously assigned to the person listed in item 1			<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
3	PLACE OF BIRTH (Do Not Abbreviate) City State or Foreign Country			Office Use Only FCI	4
					DATE OF BIRTH MM/DD/YYYY
5	CITIZENSHIP (Check One)		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7	RACE Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian	
8	SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
14	TODAY'S DATE MM/DD/YYYY		15	DAYTIME PHONE NUMBER	
			Area Code Number		
16	MAILING ADDRESS (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country	ZIP Code	
17	YOUR SIGNATURE		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:	
			<input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____		

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)							
NPN		DOC		NTI		CAN	
ITV		PBC		EVI		EVA	
EVC		PRA		NWR		DNR	
UNIT		EVIDENCE SUBMITTED					
						SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
						DATE	
						DCL	
						DATE	