MARIAN UNIVERSITY
Indianapolis ®
Global Engagement Office

What is on-campus employment?

A F-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 and dining services. **Please keep in mind that F-1 nternational students are not eligible for federal work-study positions.**

Who is eligible and when?

➢ F-1 students can work on-campus immediately upon obtaining their appropriate status in the United States. Since F-1 students can arrive to the United States up to 30 days prior to the semester start date on their I-20, international students are eligible to work 30 days prior to the semester start date.

➢ F-1 students transferring from another U.S. school can begin on-campus work after the SEVIS transfer release date.

➢ F-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 students must be in valid immigration standing in order to work on-campus.

How many hours can an F-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 EXCHANGE
EXPERIENCE THAT MATTERS

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 ore.

➢ 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 ha e a SSN, present this directly to Human Resources.

➢ 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 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. Please meet with GEO to complete the bottom portion of the employment letter.

➢ You will need to schedule an appointment. You can schedule, reschedule, or cancel an appointment by calling us at 1-800-772-1213 (TTY 1-800-325-0778), Monday through Friday between 8:00 a.m. - 7:00 p.m. local time, or contacting your local Social Security office.

➢ You will need to take the completed job offer letter, immigration documents (I-20, passport, visa, I-94, and SEVIS Fee Receipt) as well as two proofs of address and completed Social Security Application Form (SS-5) to your appointment.

6745 NETWORK PL, INDIANAPOLIS, IN 46278

Hours: Monday-Friday (9 a.m. to 4 p.m.)

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.

➢ Once you receive the card, you should immediately take it to Human Resources in Marian Hall.

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

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

➢ nline ew ire Pac et includes:

➢ I-9, Employment Eligibility Verification

➢ Tax Withholding Forms, such as W-4 (federal taxes) and WH-4 (state taxes).

➢ Direct Deposit Form (You must ha e a .S. ban account)

You cannot begin work until you've been cleared to work by 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)? o. nce you ha e applied for a SSN and recei e an application receipt, ta e it to the Office of Human Resources. This will allow them to pro ide more information about the ne t 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.**

Date_____

This is evidence of on-campus employment for

_____.

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

Nature of employment: _____

Hire date: _____ 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 for reserved for the Global Engagement Office's use only.)

_____

Printed name of Designated School Official (DSO) or Principal Designated School Official (PDSO)

_____

Signature

_____ _____

Date   **Phone Number**

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.

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	☐☐☐ ☐☐ ☐☐☐☐

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)	☐ U.S. Citizen	☐ Legal Alien Allowed To Work	☐ Legal Alien **Not** Allowed To Work(See Instructions On Page 3)	☐ Other (See Instructions On Page 3)

6	**ETHNICITY** Are You Hispanic or Latino? (Your Response is Voluntary) ☐ Yes ☐ No	7	**RACE** Select One or More (Your Response is Voluntary)	☐ Native Hawaiian ☐ Alaska Native ☐ Asian	☐ American Indian ☐ Black/African American	☐ Other Pacific Islander ☐ White

8	**SEX**	☐ Male	☐ 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)	☐☐☐ ☐☐ ☐☐☐☐	☐ Unknown	

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)	☐☐☐ ☐☐ ☐☐☐☐	☐ Unknown	

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? ☐ Yes (If "yes" answer questions 12-13) ☐ No ☐ 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	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.		
	YOUR SIGNATURE	18	**YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:** ☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ 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