



International Students and Scholar Services  
Office of Internationalization, University of Denver  
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## **How to Find On-Campus Jobs**

### **Employment Eligibility**

F-1 and J-1 students may both work on campus up to 20 hours per week during the regular academic year or during quarters when they must be enrolled full-time. J-1 students must request an [employment authorization letter](#) from International Student and Scholar Services (or the J-1 program sponsor, if different) prior to beginning employment.

### **Note about Work Study**

International students are not eligible for “work study” positions. Work study positions are federally funded and are only available to U.S. citizens.

### **On-Campus Offices That Hire Student Workers**

Many campus offices hire student workers including [Penrose Library](#) and the [Ritchie Center](#). You can find a complete listing of on-campus job opportunities at [www.dujobs.org](http://www.dujobs.org).

Another on-campus employer is [DU Dining Services](#).

### **Special Skills Employment Opportunities**

#### **Learning Effectiveness Program (LEP) Tutoring Center**

[http://www.du.edu/studentlife/disability/lep/prospective\\_tutoring.html](http://www.du.edu/studentlife/disability/lep/prospective_tutoring.html)

#### **University Technology Services (UTS)**

Jobs are posted through the Human Resources website at [www.dujobs.org](http://www.dujobs.org).

#### **Center for World Languages and Cultures (CWLC)**

Offers positions for language tutors and language assistants. For more information, visit the [CWLC](#) website.

#### **Department Positions**

Job opportunities such as research and teaching assistants and administrative assistants vary by department. Enquire at the department you are interested in, or visit [www.dujobs.org](http://www.dujobs.org).

## **On-Campus Employment Procedures**

### **Applying for a Social Security Number**

You will need to apply for a Social Security number if you will be working on campus. To apply for a Social Security number:

1. Receive a job offer from an on-campus employer. The job offer letter from your employer should contain the following information:
  - Name of student to be employed
  - Nature of student's job (waiter, research assistant, etc.)
  - Start date and number of hours per week
  - Employer contact information (employer identification number, telephone number, and name of student's immediate supervisor)
  - Employer's signature, signatory's title, and date
2. Bring your job offer letter to the International House and complete a [Document Request Form](#) to request a Letter of Certification for Social Security Number.
3. After you have received your certification letter, take it with your job offer letter and your original immigration documents to the Social Security Administration office to apply for a Social Security number. [Directions](#) to the Social Security Administration are available at the International House.

### **Payroll Paperwork Processing**

After you have submitted an application for a Social Security number and received your application receipt, you will need to meet with a representative from the DU Payroll office to determine your tax residency status.

1. Contact the Payroll office to schedule an appointment with a representative. To make an appointment, call the Payroll office at 303-871-2914.
2. Bring the following documents with you to your meeting in the Payroll office:
  - Passport
  - U.S. visa
  - I-94 Arrival/Departure form (small white card stapled in your passport)
  - I-20 Certificate of Eligibility (F-1 students)
  - DS-2019 Certificate of Eligibility (J -1 students)
  - Social Security card issued by the U.S. Social Security Administration or receipt of application for a Social Security number