

On Campus Hiring Checklist

Eligibility for On-Campus Employment

- Must be in good academic standing and valid F-1 or J-1 immigration status.
- Work is limited to 20 hours per week (part-time) total for all on-campus jobs during the three quarters of full-time registration required to maintain F or J status. A student who chooses to register full-time during a summer vacation quarter and wishes to work full-time must speak to an international student advisor.
- More than 20 hours (full-time) allowed only during breaks (winter break, spring break, etc.) & annual vacation quarter
- If a student is graduating in the summer and has authorization to be less than full-time due to last quarter, the student is still limited to 20 hours per week because summer is not considered a vacation term in this situation.

In addition J-1 international students must have a letter of approval from International Student and Scholar Services or the J-1 program sponsor prior to starting on-campus employment. http://du.edu/issv/media/documents/forms/j-1_on-campus-work.pdf

For more information, contact International Student & Scholar Services at (303) 871-4912 or see the ISSS website at <http://www.du.edu/issv.html>.

Social Security Number

F-1 and J-1 students who do not already have a Social Security Number (SSN) and who have a job or have been offered a job on-campus must apply for a SSN.

To apply for a SSN, an F-1 or J-1 student must submit the following to a Social Security Administration office at least 10 days after his/her arrival to the United States:

1. Form SS-5, Application for a Social Security Card; <http://www.ssa.gov/online/ss-5.pdf>
2. Valid Passport with I-20 and I-94 (F-1 student) or DS-2019 and I-94 (J-1 student);
3. Letter of employment from current on-campus employer or offer letter of employment from prospective on-campus employer. This letter should be on DU letterhead, give the name and the job title of the student employee, and be signed by the DU employer. <http://www.du.edu/issv/media/documents/forms/sample-ssn-letter.doc>
4. Certification letter from International Student and Scholar Services (ISSS)
 - a. To obtain a letter from ISSS, submit a Document Request Form and the letter from the on-campus employer to the receptionist in the Office of Internationalization, 2200 S. Josephine. Please allow 5-7 days for processing.
 - b. ISSS Document Request Form: <http://www.du.edu/issv/media/documents/forms/df.pdf>

Human Resources (303) 871-7420

- Hiring Manager submits Background Check for candidate unless the student previously had a background check processed for DU employment **AND** has been employed with DU within the last 90 days
 - If copies of the entry visa, passport, and I-94 are provided with the background check, there is no need for an international background check and the response time for United States addresses is much faster:
 - In-state address(es) only – up to 1 week
 - Out-of state address(es) – up to 2 weeks
 - International address(es) – up to 4 weeks
 - Click on Background Check Interactive Form at <http://www.du.edu/human-resources/forms/index.html>
 - Upon notification that student has passed the background check and the student has accepted the job offer:
 - The Hiring Manager submits the [I-9](#) and [Affirmation Statement](#)
 - The student completes the Confidentiality Agreement and Patent Agreement in [PioneerWeb](#) (by clicking on the myWeb tab, Employee folder, Employee Information, DU Employee Additional Online Action Forms)

Payroll (303) 871-2914

- Hiring manager submits MBTH (Monthly/Biweekly Temporary Hire and Termination Form) upon notification that student has passed the background check <http://www.du.edu/human-resources/forms/index.html>
- Student sets appointment with payroll before receiving first paycheck and brings following documents:
 - Passport
 - I-94 Arrival/Departure Record Card (small white card inside passport)
 - U.S. entry visa
 - I-20 Certificate of Eligibility (F-1 students) or DS-2019 Certificate of Eligibility (J-1 students)
 - Social Security card issued by the U.S Social Security Administration or, if a SSN has not been assigned yet, proof showing that SSN application.