How do I get a job on campus?

Students should check the SEO web page daily. If there is a position you would like to apply for, contact the department immediately. If you fit their needs, the manager will schedule a time when you will be interviewed.

Other ways to find employment include asking friends or going to departments on campus who have not posted jobs with the SEO office.

Once you are hired there are some key things that must be completed before coming to the Student Employment office.

- Have the employer fill out the Student Employment Verification slip which will state what your actual hire date will be.

Documentation needed to complete the hiring process in the SEO office.

- Unexpired Passport
- Unexpired I-20 or DS-2019
- I-94 number. This is sometimes found in the passport. If it is not you will need to go to i94.cbp.dhs.gov and print it out

Once you have completed the form print a copy and bring it to the SEO office with your other documents

- Students on J-1 visas will need to have a form from ISS allowing them to work on campus.
- Unexpired Work Authorization

*** REMINDER***

If your documentation expires while still enrolled, please go to ISS to request an extension, then you will need to bring the documentation immediately to the SEO office so we can update your status in our system.

How do I get a Social Security Card?

International students must obtain a US Social Security number. The process should be started within two weeks of being employed on campus.

YOU must bring the hire form to the ISS office so an advisor there may complete the permission slip at the end of the form and guide you on the next step.

International students are allowed to work up to 20hrs per week while classes are in session. If you exceed this number you may be put on probation for a period of time and will not be allowed to work on campus.

Canadian students must also apply for a Social Security card if they intend to work on campus. Please follow the directions above and take your hire form, Passport & I-20 to ISS. An ISS advisor will complete your hire form so you can apply for a Social Security number.

Failure to follow these instructions will cause your on-campus job be terminated or put on hold

Reminders:

Emails are sent to remind you when your documentation is about to expire. Please act on this information immediately and go to the ISS office. Once your documentation has been extended, bring the forms to SEO so we may update our records. If this is not done before your expiration your on-campus position will be terminated.
CHECKLIST
&
REMINDERS

● Do you have your documentation (passport, I-20 or DS-2019, I-94 number, Work Authorization) before coming to the SEO office?

● You must apply for a Social Security Card within two weeks of being employed.

● International Students are responsible for keeping their immigration documents up to date. Students with expired I-20s or DS-2019s are not eligible to work and will be terminated from their employment, until the updated documentation is brought to the SEO, Bld 87. , Rm.1350.

● Your hourly wage will be determined by the job in which you are employed.

● You will be paid on a bi-weekly basis according to the RIT payroll schedule, via check or direct deposit.