

International Student Employment
August 2010

F-1 students:

F-1 Students are automatically eligible to work on campus for up to 20 hours/week while school is in session and 40 hours/week during any official school breaks while they are still student at GU.

Graduate assistantships are always counted at 15 hours/week, so any other on-campus job should not be more than 5 hours/week while school is in session.

For SSN:

1. Verification of Eligibility for On-Campus Employment Request Form (<http://oip.georgetown.edu/iss/f-lon-campus.pdf>)
2. Letter for Social Security Number <http://oip.georgetown.edu/iss/ssnform.pdf>
 - Must be printed on Department letterhead
 - Must be completed by direct supervisor
 - All Employment Information must be completed
 - OIP will complete and sign Designated School Official (DSO) Section

For I-9, F-1 students can show List A: Unexpired foreign passport, I-94 card and I-20 form.

J-1 students:

J-1 Students are not automatically eligible to work on campus. They MUST receive written authorization from OIP to work. Continuing student employees must renew their authorization.

For authorization and SSN:

J-1 Student On-Campus Employment Authorization Request Form (<http://oip.georgetown.edu/iss/j-lon-campus.pdf>)

For I-9, J-1 students can show List A: Unexpired foreign passport, I-94 card, DS-2019 form and letter of authorization.

Social Security Numbers: <http://oip.georgetown.edu/iss/ssn.pdf>

Tax Office:

All international students should contact Lawrence Smith in the Tax Office when they start their first on-campus job and again when there is any change to their immigration status.

Dummy SSN can be issued by Tax Office 10 business days after SSN application (if SSN takes longer) in order to put the student on payroll.

I-9 Employment Eligibility Verification Form:

Use latest version of I-9 form downloaded directly from <http://www.uscis.gov/files/form/i-9.pdf>.

All documents must be unexpired.

Samples available at <http://oip.georgetown.edu/iss/cheatsheet.pdf>