

# Student Employment Verification Policy

## Section 1. Purpose and Scope

- I-9 Section Two – this form is completed by the Financial Assistance Office (undergraduate students) or by the Payroll Office (graduate students) with the student present showing their original identifying documents
- Present original\* documents from the List of Acceptable documents accessible from the Form I-9 portal. [HERE](#)

F-1/J-1 students are also eligible to work off-campus, with certain limitations. The work generally falls under two categories: curricular practical training or optional practical training. Please be advised that students found working illegally risk having their visa revoked. Therefore, it is important to consult with the International Students and Scholars Office (ISSO) to ensure eligibility to work either on- or off-campus before officially starting employment. Note that off-campus employment is only allowed in the following circumstances:

- Curricular Practical Training: Curricular Practical Training (CPT) is paid or unpaid employment, an internship or similar experience that trains a student in a field of study and fulfills academic credit or part of the student's degree requirement.
- Optional Practical Training: Optional Practical Training (OPT) is work authorization that will allow a student to work in areas that are related to their major for up to one year or as many as 3 years depending on the degree, either before or after graduation.

- Once the SSA receives and reviews the application, the student will receive a telephone call to schedule an appointment at the SSA.
- It may take up to 2 weeks to receive the phone call to schedule the appointment.
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- The student will need to bring to the appointment their original documents for review. It will then take 7-10 days to get their Social Security card. **\*\*This card does not have to be presented to Payroll.\*\***
- The student will submit their SSN number in one of two ways:
  - Uploading a picture of the card to the secure portal
  - Coming into the Payroll Office and speaking to a member of the payroll staff.
- Students in F-1 status need a continued attendance I-20 before you can apply for a Social Security Number.
- You will receive your Continued Attendance I-20 after your submitted [Immigration Check-In](#) is processed.
- If you are a new student, it is recommended that you wait seven to 10 days after you receive your updated Continued Attendance I-20 before applying for your Social Security Number to allow for your immigration information to be updated in government databases.
- Students and scholars in J-1 status must also submit their [Immigration Check-In](#) and receive an updated DS-2019 prior to applying for a Social Security Number.
- New students and scholars should also wait seven to 10 days before applying.

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Students can work for up to 30 days prior to receiving their SSN. On a monthly basis, students with a missing SSN will be contacted by the Office of Student Employment to check on the status of their application and to offer assistance with the process if needed.

Please note that after 30 days, if the SSN has not been provided to the Office of Financial Assistance (undergraduate students) or the Payroll Office (graduate students), the student must contact the Office of Student Employment immediately; and will receive the following guidance:

## History/Revision Information

**Responsible Office/Division:** Office of Student Employment and Office of Human Resources

**Effective Date:**

**Last Amended Date:** January 18, 2022

**Next Review Date:** January 18, 2023