

Student obtains Job through SEO for **on-campus** employment

Student obtains authorization for work through the OIE, as needed

F-1 Students (Students who hold an I-20)

No specific immigration authorization needed - can proceed through hiring paperwork immediately. Limited to 20 hours/week during terms. Unlimited during UVM Breaks.

J-1 Students (Students who hold a DS-2019)

Must obtain authorization (in writing) from OIE before completing hiring paperwork (I-9 and W-4). Can take up to two weeks to process. Limited to 20 hours/week during terms. Unlimited during UVM Breaks.

Authorized to work? Time for hiring paperwork! Has the student been paid by UVM Before?

No

Student will need to complete I-9 and W-4. I-9 is completed with HR and W-4 Completed by student

Yes

Student may not need to complete another I-9 and W-4. Check with HR to ensure right documentation on file. If not, treat as not having worked at UVM before.

Once forms are on file, student may commence employment. But to get paid, he/she will need an SSN.

Does the student have a US Social Security Number?

Yes

Student will be paid as any other student would be.

No

Student bring written job offer letter from hiring office to OIE for SSN support letter. Student takes BOTH letters and applies directly to SSA (1-2 weeks processing). Student reports SSN to Payroll to receive paycheck.

Enjoy your International Student Employee!