

EMPLOYMENT

As an F-1 Student you are allowed to work part-time on the premises of the school that has issued your most current I-20, while you are attending that school and maintaining your F-1 status.

Quick checklist of things you need to know;

- Eligible immediately upon obtaining F-1 status
- Must be on-campus (LLU and/or LLUMC)
- Can be used during the period student is pursuing a full course of study
- Limited to 20 hours per one week (40 hours per two weeks), while school is in session; can be full-time (40 hours per one week), during official school breaks and official holidays
- Can be in any *on-campus position that **does not displace a U.S. worker; does not have to be related to your course of study

* All on-campus work is treated the same for the 20 hours per week limit, teaching assistant is considered on campus employment and if you wish to have a second job the number of hours allowed to work at this second job would be (20-number of hours of your teaching assistant job).

** Only U.S. citizens and U.S. permanent residents are eligible for Federal Work Study jobs which is offered on-campus through the Financial Aid Office. **International students and exchange visitors are not eligible for Federal Work Study jobs.**

Looking for Jobs On-Campus

Unfortunately there are not a lot of jobs available on-campus, however there are some avenues you might want to pursue in finding a job that would not conflict with your busy full-time schedule.

You may go to Talent Management Office located at the LLUAHSC Services Building,
101 E. Redlands Blvd., San Bernardino, CA 92408

If you have any questions you may contact their office at **(909) 651-4001** and also visit their web site at: <https://jobs.lluh.org/find-a-job>

Also talk with your professors, department chair, or the Dean of Student Affairs in your school. Some job listings are only listed through advertisements in your school (i.e. bulletin boards, emails, etc.).

SOCIAL SECURITY NUMBER

Social Security numbers are used to report your wages to the government. Social Security numbers can be assigned to International Students who are authorized to work in the United States after they have a written job offer from an employer on their campus and a letter from their office of International Student Services.

How do I apply for a Social Security number and card?

Applying for a Social Security number and card is free. When you apply for a Social Security number at a Social Security office, you must bring the following documents:

- LLU Employer Verification Letter
- SS5 Application (www.ssa.gov)
- I-20 (F-1 students) or DS-2019 (J-1 Exchange Visitors)
- Passport
- I-94 print out (<https://i94.cbp.dhs.gov/i94/#/home>)
- LLU ID Card
- Birth Certificate (if available)

How long will it take to get a Social Security number?

The Social Security Office must verify your documents with DHS before they assign a Social Security number to you. They will issue your Social Security number and card within two weeks of receiving the verification from DHS. Most of the time, they can verify your documents quickly with DHS online. If your documents cannot be verified online, it may take DHS several weeks or months to respond to your request.

Do I need to have my number before I start working?

You are not required to have a Social Security card before you start working, but the Internal Revenue Service requires employers to report wages using the Social Security number. While you wait for your Social Security card, your employer can use a letter from Social Security.

How can I get my LLU Employer Verification Letter?

Since this letter is a requirement to apply for an SSN, please contact the supervisor of the position you would like to apply for. If the supervisor would like to hire you for the position, please contact International Student Services Office to obtain the letter template. We will send you the template to pass on to your supervisor or send it directly to them. Once the supervisor has printed and signed your letter, International Student Services will also sign the letter before you are ready to go to Social Security Office to apply for the SSN.