

On-Campus Employment for F-1 Students

General Information:

All F-1 international students who are properly maintaining their status are qualified to work on-campus. While school is in session, F-1 students can work up to 20 hours per week. During the school break, such as Thanksgiving, Winter Break, or Spring Break, F-1 students may work exceeding 20 hours per week.

Hiring Procedures for International Students:

1. Receive an on-campus employment offer. Some employers will ask for your class schedule. Be prepared to print and provide your schedule to them.
2. Review the On-Campus Employment for F-1 Students.
3. Print and fill out page 2 of the On-Campus Employment for F-1 Students. Page 2 is the actual form you will need to bring with you to the Social Security Office
4. Upon On-Campus Employment Form completion, the student should submit the online Social Security Number (SSN) application. Near the end of the SSN application, the portal will prompt you to schedule an appointment. Book the appointment within 45 days of completion from the online initial SSN application. Confirm the Social Security Administration Office matches to 606 Veterans DR, Vincennes, IN 47591.
5. Attend your SSN appointment with all the required documentation.
6. It may take up to 14 days for the physical SSN card to arrive in your mailbox. Once you receive your card, bring it to your supervisor to complete the employment form package.

Required Documentation for Getting a New SSN:

- Unexpired passport
- I-94 (get the most recent copy online via <https://i94.cbp.dhs.gov/home>)
- I-20
- Completed On-Campus Employment Form (2nd page of this document)
- Completed SSN Application (once you have completed this, then you are all good. No need to print it)

Social Security Administration Office Address:

- 606 Veterans DR, Vincennes, IN 47591.

Related Items to Keep in Mind:

- Allow up to 48 hours after you report to school before you apply for an SSN
- The Social Security Administration cannot process your application if your on-campus employment begins more than 30 days from your in-person appointment
- Vincennes University EIN: 35-6004137

On-Campus Employment Form

Completion for Students

Family Name:	Given Name:
Date of Birth:	SEVIS Number:

Completion for VU Employer

On-Campus Department Name:	Supervisor Name:
	Office Phone Number:
Position Offered:	Work Location:
Start Date:	Expected Average Hours Per Week:

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Supervisor's Signature: _____

Date: _____

Completion for International Student Affairs Office

I confirm that this student is enrolled as a full-time international student at Vincennes University and is authorized for on-campus employment.

International Student Advisor's Signature: _____

Date: _____



International Student Affairs Office
1002 N. First Street, Vincennes IN, 47591
Phone: 812-888-4166