



International Student Services

Center for Global Engagement
Mary Lyon Hall, Room 043
17 High Street, MSC 62
Plymouth NH 03264

Main Line: 603.535.3370 Fax Line: 603.535.3374

On-Campus Employment Guide for F-1 and J-1 students

General Work Information:

- You may only work on campus!
- Max of 20 hours per week during the semesters (unlimited hours during breaks)
- Different requirements and application deadlines for each job

Steps & Tips:

- *To find a job on campus, talk to the head of the academic departments, your advisor and your teachers:* Keep in mind that you need experience to get a job. They can help you gain experience if you are not ready for a job yet (clubs and other extracurricular activities)
- *Other departments to consider:* Sodexo (Prospect Dining Hall), Pass Office (Library), Residential Life and Center for Global Engagement(Mary Lyon Hall)

Once You Find A Job:

- *Make an appointment with the designated staff member in the dept where you will be working to:* Fill out forms about your documentation, taxes and employment status. Forms include the W-4 and I-9. In the process you will need your I20 or DS2019, passport, visa and I94 receipt.
- *Make an appointment with Jane Barry or Jess Pine to:* Fill out the On-Campus Employment form and the USNH Foreign National Information Form. Your supervisor/employer must sign the form too; you will need this form in order to apply for a Social Security number (a requirement for employment in the US).
- *Social Security Number(SSN):* This must be done in Concord, NH. Check with Jane or Jess to see if transportation is available. You will need the following documents in order to apply:
 - I-20 or DS-2019
 - Student Work Authorization form, properly completed and signed
 - Passport
 - I94 receiptThe Social Security Office in Concord is located at 70 Commercial Street, Suite 100, Concord NH 03301. The office is open: Mon, Tues, Thurs, Fri 9am-3pm and Wednesdays 9am-12noon. You do not need an appointment.

Remember!

- All employment-related questions or problems should be addressed to the Human Resources Office on campus or your direct employment supervisor.