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 receipt

The 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.

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