

Welcome to Student Employment Training

For International Students



Student Employment Basics

Hourly Student Positions



NWS vs. FWS

- ❖ International Students should apply only for Non-Work Study Jobs (NWS).
- ❖ International Students are not eligible for jobs that require a Federal Work Study Award (FWS).



Eligibility

- ❖ All students must be enrolled for at least 6 credit hours in a degree-granting program during the regular academic semesters (Fall and Spring).
- ❖ International students qualify for the Student Employment Program as they are required to be enrolled full- time (Undergraduates 12 credits & Graduates 8 Credits)

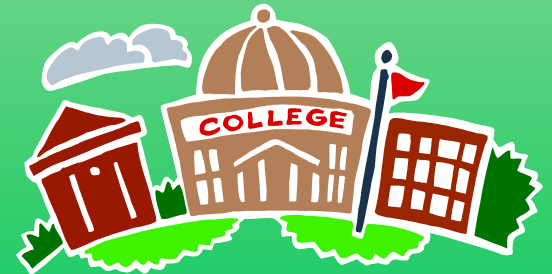


Eligibility Cont.

Exceptions for under enrollment:

- ❖ Less than 6 credit hours are needed to graduate.
- ❖ Graduate students conducting thesis or dissertation research.

You must provide a letter from your academic advisor for an under-enrollment exemption – to Student Employment .





Work Hour Restriction

- ❖ Student employees may not work more than 20 hours per week during regular academic terms (Fall & Spring).
- ❖ This includes a combination of all hours from **ALL** CSU positions.

Work Hour Exceptions

- ❖ Student employees may work up to 40 hours per week during breaks and between semesters, including summer term.
- ❖ You must meet the criteria during the preceding semester, be returning the next term, and have your supervisor's approval.

Work Hour Exceptions cont.

- ❖ If you extend your I-20, you must also make out a new I-9 form, if you are working on campus.



What happens when these basic guidelines are violated?

You lose the opportunity to participate in the CSU Student Employment Program!



Hiring Paperwork –
What is required after you
are offered a job?



I-9 Form

- ❖ This is a form that shows that an employee (both citizens & noncitizens) is authorized to work in the US.
- ❖ The I-9 must be completed on your first day before you work.
- ❖ Most International students use
 - passport with I-94 and I-20.
 - The I-9 Form provides a list of all accepted documents.
 - If you don't have SSN, you must have applied for the SSN, however you have 90 days after your job start date to show your SSN.

Example of I-9 Form

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 08/31/12

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
 A naturalized national of the United States (see instructions)
 A lawful permanent resident (Alien #) _____
 An alien authorized to work (Alien # or Admission #) _____
 until (expiration date, if applicable - month/day/year) _____

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) _____ B. Date of Rehire (month/day/year) (if applicable) _____

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative	Date (month/day/year)	

I-9 Form

❖ I attest, under penalty of perjury, that I am:



An alien authorized to work (Alien # or Admission #) _____ I94 Number _____

Until (expiration date) #5 item on I-20 _____

If You Do Not Have A Social Security Number (SSN):

- ❖ Ask your supervisor (not your friends) for instructions or go to the CISP office for the SSN form that your supervisor will need to fill in .
- ❖ Then take the signed form to CISP office for endorsement.
- ❖ Pick up the form after 24hours & take to Federal Building.

Example of SSN form & SSN card



Cleveland State University
engagedlearning

Center for International Services and Programs

Social Security Administration
Federal Building
1240 East 9th Street
Cleveland, Ohio 44115

To The Social Security Administration:

Section I

This is evidence of employment for: JANE DOE
Name of Student

Nature of student's job (e.g., library aide, research assistant, etc.): RESEARCH ASSISTANT

Start Date: 8/28/2010 Number of Hours per Week: \$10

Employer contact information:

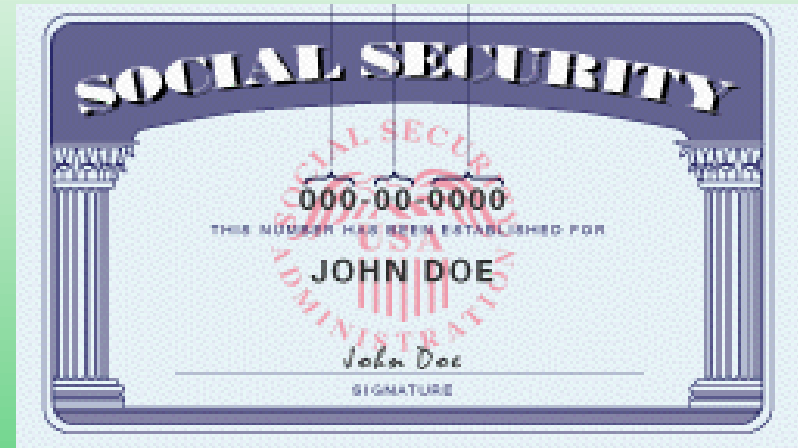
34-0968056 EIN
Cleveland State University Other Employer
216-555-1212
Employer Telephone Number

B. Boss
Employer Signature (Original) Director of Department
Title

BIG BOSS
Print Name CHEMISTRY
Department

Date: 8/15/2010

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.



Section II

The Center of International Services and Programs:

I certify that this student is enrolled as a full time student at Cleveland State University and is employed or has the promise of employment. Please issue this student a social security number.

JDO
Designated School Official Signature (216) 687-3910
Phone
Advisor AT CISP
Print Name 8/16/2010
Date

After You Get Your Social Security Number

- ❖ Sign it in ink.
- ❖ Do not laminate it.
- ❖ Make an appointment with the Payroll Office, Karen Ellis, (216-687-3611) to complete tax forms.

OPERS

- ❖ Ohio Public Employees Retirement System
- ❖ You may choose to be exempt.
- ❖ Whenever you work and are enrolled for less than 6 credit hours, you must pay into OPERS.
- ❖ **This amount can be refunded to you!**
 - Go to Payroll after the end of any term in which OPERS was deducted to file for a refund.

Finding A Student Position at CSU

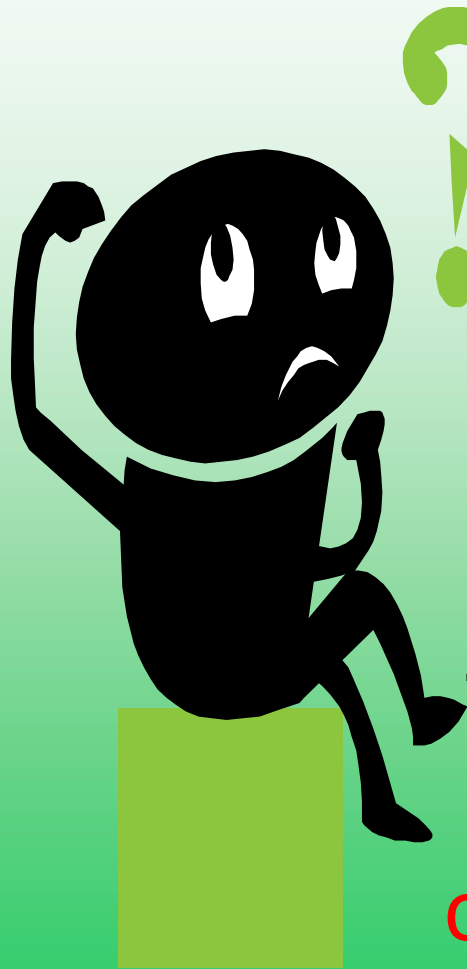


Finding A Student Position at CSU

- ❖ Go to www.csuohio.edu
- ❖ Click on A-Z index, then 'E'
- ❖ Click on Employment Opportunities
- ❖ Click on Student Employment
- ❖ Click On-Campus Jobs
- ❖ Follow Instructions to create CareerLine account



For any Information or questions regarding Student Employment Contact



Career Services Center
Rhodes Tower West 280
1899 East 22nd Street

Phone: 216.687.5411
Toll Free: 888.CSUOHIO
Fax: 216.687.9247

campus411@csuohio.edu

Good luck to you here at
CSU

We hope you have a
successful experience!

