Information for International Students

International students should confirm permission to work through the Center for International Services and Programs.

216-687-3910
intlcenter@csuohio.edu

Most of the student employment regulations are the same for national and international students. However, there are some differences:

**Applying For a Social Security Number (SSN) -**

After having been extended a job offer, pick up a Social Security Letter from the Center for International Services. Take the letter back to the employing department for completion. Return to the Center for International Services for their original signature. Then take the original letter with you to apply for your Social Security Number. You will also want to bring your Passport with I-94 and your I-20. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. Ask the social security administrator for a letter stating that you have applied. Keep a copy of the letter and give the original to your employer. You cannot begin working without this letter.

**To Complete Payroll Tax Forms –**

Email Karrie Stone in the Payroll Office ( K.L.STONE14@CSUOHIO.EDU ) to make an appointment to complete your payroll tax forms. You will need to have your Passport, I-94, I-20 and Social Security Card.

**Under Enrollment –**

A form completed by the academic advisor authorizing the under-enrollment is provided by and turned into the International Office. A copy of this form or other documentation signed by the academic advisor is also needed by the Student Employment Office, so be sure to give a copy to the Student Employment Office before you turn the original in to CISP.

**Extending Stay -**

To extend the stay or period of study at CSU, international students must get a new I-20. International student employees must also submit a copy of it to the Student Employment Office so that the I-9 on file can be updated. Failure to do so will result in the student position being terminated at the end of the original stay date.