Finding a Job on Campus

A step-by-step guide for international students (F-1 & J-1)

IMPORTANT RULES BEFORE YOU START

- Your job MUST be on campus. Off-campus work is not allowed unless you have CPT or OPT authorization.
- You may not work more than 20 hours per week while classes are in session.

STEP 1 Find a Job Opening

Places to find on-campus job postings:

- Workday Jobs Hub Icon – online system FHSU departments use to post jobs
  - Student Employment Office — Sheridan Hall 110. Staff can help you use Workday
- Union Catering Company — apply in their catering office located in the Memorial Union
- Student Residential Life (Community Assistant) – McMindes Hall Residential Life Office

STEP 2 Apply for the Job

Follow the instructions on each Workday job posting. You may need to submit a resume and/or cover letter, complete an application, and/or interview.

STEP 3 Get Your Offer in Writing

Once you are offered a job and you do not have a social security number, ask your employer for a signed letter on department letterhead, addressed to the Social Security Administration:

SAMPLE EMPLOYER LETTER

Date

Social Security Administration:

[Student Name] has been offered a position in [Department/Office]. As soon as [Student Name] obtains a Social Security card, they may begin work.

— Signed by employer, with name and title

NOTE: Bring this letter to the Global Affairs & International Student Services (GAISS) office, Memorial Union 014.

STEP 4 Complete Your Student Checklist

☐ Register full-time — 12 credit hours (undergraduate) or 9 credit hours (graduate) on-campus
☐ Add or update your Hays mailing address in Workday
☐ Pay tuition in full, or set up a payment plan and make your first payment

STEP 5 Get Your Authorization Letter

Once you provide the employer letter to GAISS and the checklist items are complete, staff will prepare your on-campus employment authorization letter and complete your SEVIS registration. Allow 1–3 business days. **You will be emailed when your documents are ready for pickup.**

J-1 VISA HOLDERS

You must also complete the Job Authorization Form on your DS-2019.

Student Employment
Sheridan Hall 110

Global Affairs & International Student Services
Memorial Union 014

Turn this page over for how to apply for your Social Security number →