

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 →

Page 1

Applying for Your Social Security Number

For F-1 students — required before you can start work

YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR SOCIAL SECURITY CARD

If you already have an SSN, complete Step 4 from page 1, then go to Step 5 on page 2.

STEP 1 Pick Up Your Paperwork

Wait for an email from the Global Affairs & International Student Services office (Memorial Union 014) letting you know your documents are ready. Bring your Tiger ID when you pick them up.

STEP 2 Gather What You Will Bring

- ☐ Letter from your employer
- ☐ On-campus employment authorization letter
- ☐ Completed Social Security card application
- ☐ Passport
- ☐ Most recent I-94 — print at i94.cbp.dhs.gov/I94/#/home
- ☐ All pages of your I-20
- ☐ Tiger ID card

STEP 3 Visit the Social Security Office

- **1212 E 27th Street, Hays, KS 67601**
- Monday–Friday, 9:00 AM–4:00 PM. Arrive no later than 3:15 PM — processing for international applicants can take about 15-20 minutes.
- Walk-ins welcome.
- Getting there: ask a friend for a ride, or call a taxi/rideshare.

STEP 4 Be Ready for a Few Questions

They may ask...	You should answer...
Do you have a birth certificate?	No
Have you applied for a Social Security number before?	No
Do you have another form of ID?	No

STEP 5 After You Receive Your SSN Card

1. Sign your card, then bring it to the Global Affairs & International Student Services office, Memorial Union 014.
2. Staff will prepare a checklist for you to take to the Student Employment office.
3. Working for Union Catering Company? Skip the checklist — go directly to their office.
4. Working for FHSU? Take the checklist to Sheridan Hall 110.
5. Student Employment staff will walk you through onboarding: Form I-9, Sprintax Calculus, and your Workday onboarding tasks.
6. If you are employed as a GA or GTA, please work with the department on the background check and any final onboarding items.

Social Security Office
1212 E 27th St
Hays, KS 67601

Global Affairs & International Student Services
Memorial Union 014

Student Employment
Sheridan Hall 110