

OFFICE OF INTERNATIONAL EDUCATION

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UNIVERSITY of WISCONSIN
LA CROSSE

INTERNATIONAL STUDENT ON CAMPUS EMPLOYMENT

UW-L international students holding an F-1 visa and UW-L international students on a J-1 visa (who have received prior approval from their sponsor) may work up to 20 hours per week **on campus** while school is in session or while they are taking any classes (this includes summer session and winter intersession). During scheduled university vacations (e.g. winter break and summer session) international students are allowed to work 40 hours per week on-campus if they are not taking classes.

F-1 and J-1 students are not allowed to work off campus without prior approval from the International Student Advisor.

Students holding an F-2 Visa are not allowed to work during their stay in the U.S.

WORKING ON CAMPUS

International students must receive a written job offer from an on campus department, Chartwells or the University Bookstore.

International Students with a Social Security Number:

If you have never worked on campus before: You will need to make an appointment with Mark Flottmeier (flottmei.mark@uwlax.edu) in Human Resources (144 Graff Main Hall). You need to bring your passport, I-94 card and I-20 or DS-2019 and an 'offer of employment letter' to this meeting.

If you have worked on campus before: Please make sure all your paperwork is up to date.

International Students without a Social Security Number:

The following is the step by step process you will need to go through in order to be able to work on campus:

1. Receive a job offer from a department on campus or Chartwells
2. Obtain a written letter requesting a social security number from your employer (see sample letter on p. 2*)
3. Drop the letter off at OIE for an International Student Advisors signature. After the letter is signed, it will be placed in the 'International Student Pick-Up Basket.' Please allow up to 3 days for this to be completed
4. Take the letter, passport, I-20/DS-2019, and I-94 card to the Social Security Office.

Location:
Suite 100
210 7th Street South
La Crosse, WI 54601

5. Make an appointment to meet with Mark Flottmeier (flottmei.mark@uwlax.edu) in Human Resources (144 Graff Main Hall). You will need to bring your passport, I-20/DS-2019, I-94 card and offer of employment letter

EMPLOYER SAMPLE LETTER TO SOCIAL SECURITY ADMINISTRATION

Please Note: If you are interested in hiring an international student who does not have a social security number, you will need to prepare a letter requesting a social security number. The following is an example for your use.

Place Letter on Departmental Letterhead

Today's Date

Social Security Administration
Suite 100
210 7th Street South
La Crosse, WI 54601

Dear Sir or Madam:

This is to verify (student's full name) is employed by (department's name) at the University of Wisconsin-La Crosse.

(Student's full name) is a student employee doing (briefly describe job responsibilities/duties). She/he will be working (number of hours per week).

Include UWL's Federal I.D Number: *(contact UWL HR Office for number)*

We do not issue paychecks without a social security number.

Please issue (student's name) a social security number for payroll purposes.

(closing remarks/comment)

Sincerely,
(signature)

Your Name
Contact Information

Cut and Paste the below information to the bottom of your letter

For Designate School Official Use Only

International Student Advisor Name & Title: _____

International Student Advisor Signature: _____

Date: _____
