

WHAT YOU NEED TO KNOW: HIRING INTERNATIONAL STUDENTS FOR ON-CAMPUS EMPLOYMENT

International students can be great student employees for Pacific departments. However, international students must follow special rules required by the U.S. federal government and may have additional needs/concerns during the hiring process. This document seeks to provide Pacific departments with basic information for hiring international students.

Work-Study and International Students

- Work-Study is a form of financial assistance from the U.S. federal government to American students. Only American students are potentially eligible for work-study positions.

Funding

- All current and new international students can be paid from operational funds.

Working Hours

- During the academic year when classes are in session, F-1 and J-1 students can work no more than 20 hours per week.
- During the summer and any breaks or vacations throughout the academic year, F-1 and J-1 students can work up to 40 hours per week.

Location of Employment

- On-campus is defined as any location on the physical campus (for example, Rec Center, Cafeteria, an academic department, Admissions, etc.) or any position where the student is being paid directly by Pacific.

On-Campus Employment Authorization

- F-1 Students
 - There is no authorization required for international students to work on-campus. They can begin working as soon as they are offered a position and are able to complete all I-9 and university hiring requirements which include presenting a SSN card.
- J-1 Students
 - J-1 students must receive work authorization BEFORE starting any on-campus employment. The student receives work authorization from IPS or their

sponsoring agency. J-1 students must also complete all I-9 and university hiring requirements which include presenting a SSN card.

Hiring Process for International Students

1. Determine if the international student fits the needs for your department through your department's interview process. If so, begin the standard student hiring process. The student must receive a Social Security Card **prior to beginning employment**.
2. If the international student needs a SSN or is in the U.S. on a J-1, prepare an offer letter (please see the following template) for the student to take to IPS.
3. The student must complete all of the standard I-9 requirements for employment with the Human Resources and complete any additional documents the department may require (i.e. confidentiality statement).
4. The student can begin working!

Suggested Offer Letter Template on Letterhead

DATE

To Whom It May Concern:

STUDENT'S NAME has been hired by the *DEPARTMENT'S NAME* of the University of the Pacific in *CAMPUS*, California as the *POSITION TITLE*.

This student is expected to begin on *EMPLOYMENT START DATE*. (*If there is a predetermined end date as well, please include this in the letter*). He or she is expected to work no more than *NUMBER OF HOURS* per week and will be paid *WAGE PER HOUR*.

If you have any questions, please do not hesitate to contact me.

Thank you,

NAME OF SUPERVISOR
TITLE OF SUPERVISOR
SUPERVISOR'S PHONE NUMBER
SUPERVISOR'S EMAIL ADDRESS