

Information for International Students

SEVIS

Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains information on non-immigrant students (F and M visa) and exchange visitors (J visa). SEVIS enables Dickinson College to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

Maintaining Immigration Status

As a student/exchange visitor, students must understand immigration status and the consequences that may occur if status is violated. Visa classifications have requirements that must be followed and maintained, in order to ensure the ability to remain in the United States. Requirements that are not followed violate the legal status of the individual visa holder. Upon violation, the visa holder is considered to be 'out of status.' Failure to maintain legal status according to your visa regulations can result in arrest, and may require violators to leave the United States. Violation of status may also affect a person's readmission to the United States for a period of time.

On-Campus Student Employment

Visa regulations state that international students certain visa types, may work a maximum of 20 hours per week when school is in session. However, Dickinson Policy states that all students may work a maximum of eighteen (18) hours per week on-campus. During break periods or when school is not in session, 40 hour per week, full-time work is permitted.

Work Hours (Maximum Allowable Hours)

Dickinson recognizes that many students rely on employment during the academic year to meet financial needs. In recognition of this, the college will continue to facilitate the employment of student workers on campus. However, a student's primary responsibility is to his/her academic studies. Therefore, the college will limit the number of hours a student is permitted to work on campus during the fall and spring semesters.

When the fall and spring semester are in session (including final exam periods), all students may work a maximum of eighteen (18) hours per week on-campus. The eighteen hours per week maximum rule applies to all student employees including: Federal Work Study eligible students, institutional work study students, and nonresident alien students.

- Please Note: The total of eighteen hours per week maximum is inclusive of all employment and includes hours worked from all on-campus jobs combined. For example, if a student works 12 hours a week in one on-campus job, he/she may only work 6 hours per week in a second on-campus job.

Please note that most students can earn their entire work study award by working an average of ten to twelve hours per week during the academic year. Therefore, the 18-hour limit should not impede a student's ability to obtain their maximum work study award.

Student work hours will be monitored regularly for compliance. Supervisors are expected to communicate and enforce the 18-work hour limit with student employees, including those working in more than one on-campus job. The consequences of exceeding the 18 hours per week limit for students and departments are as follows:

- Students: Violation of the 18-hour per week limit will result in a warning to both the student and supervisor. Continued violation of the policy will result in termination of the student's employment and eligibility for future student employment.
- Departments: Violation of the 18-hour per week limit will result in a warning to both the student and supervisor. Continued violation of the policy will result in termination of the student's employment within the department, and the Division Vice President will be notified of non-compliance. If a student works in multiple departments, appropriate measures will be taken with each department.

Obtaining a Social Security Number

Students should submit completed paperwork for a Social Security Number to Dickinson's Center for Global Study and Engagement as soon as possible. In order to apply for a Social Security Card, students must first be hired for a job on-campus. Once a student has been hired for a job on-campus, the student will need to obtain an employment verification letter from the Student Employment office. The employment verification letter must accompany the Social Security Card Application. Students may begin working on-campus once all of the necessary Social Security paperwork has been submitted.

Upon receiving a Social Security number, the student must take the Social Security Card to the Registrar's Office in the Biddle House for employment eligibility verification.

Requesting an Employment Verification Letter for the Social Security Administration

In order to request a verification letter the student must email the following information to the Student Employment Office (stuemp@dickinson.edu):

1. Full Name exactly as it appears on Visa Documentation.
2. The name of the hiring department.
3. The date work will begin. (Start Date)
4. Number of hours per week (approximate).

Upon receiving the information, the Student Employment office will prepare the Employment Verification Letter within 48 hours. The letter will be forwarded directly to Dickinson's Center for Global Study and Engagement.