

On-Campus Student Employment

It is the [policy](#) of Dickinson College that all First-Year students (Class of 2029) desiring employment will work their primary job in the Dining Services Department. The starting wage of \$13.00 per hour for Dining Services student employees is the highest starting wage on campus.

[Dickinson policy](#) states that 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. In addition to the Dickinson policy, Visa regulations state that international students with an F-1 or J-1 visa **may work a maximum of 20 hours per week when school is in session**. During break periods or when school is not in session for longer than 1 week in duration, working up to 40 hours per week, is permitted.

Obtaining a Social Security Number (SSN)

Before a non-resident alien student may begin working on campus, the student must complete the necessary new hire paperwork and provide proof that an application for a Social Security Number has been submitted.

- **For students with a J1 Visa:** After arriving on campus, you will visit the Social Security Office to submit your Social Security application. The Center for Global Study and Engagement (CGSE) will coordinate the date and will communicate directly with all J1 students regarding the scheduled visit. CGSE will provide student employment with a list of students who apply for a Social Security Number.
- **For students with an F1 Visa:** The Social Security Office will visit campus sometime in the first two weeks of the semester. Students will submit applications for a Social Security Number during the on-campus visit. The Center for Global Study and Engagement (CGSE) will coordinate the date and will communicate directly with all F1 students regarding the scheduled visit and signing up for an appointment. CGSE will provide student employment with a list of students who apply for a Social Security Number on campus.

To apply for a Social Security Card, the student must obtain an employment verification letter from the student employment office. **Non-resident alien student employment verification letters have already been prepared and sent to the Center for Global Study and Engagement (CGSE).** CGSE will prepare a second letter from International Services (ISS) showing that the student is maintaining F-1 or J-1 visa status. Both verification letters must accompany the [Social Security Card Application](#). The Social Security application process and form will be reviewed during your on-campus orientation with CGSE, there is nothing that you need to do now.

SSN Application Information:

When applying for your Social Security Number with the Social Security Office, students will be required to present the following information and documents:

- Passport (original)
- I-20 or DS-2019 (original)
- Form I-94, retrieved online (after you arrive in the US), through <https://i94.cbp.dhs.gov/I94/>
- Employment Verification Letter from the Student Employment Office (**Already prepared and sent to CGSE.**)
- Letter from International Services (ISS) showing that you are maintaining F-1 or J-1 visa status.
- Completed application: <https://www.ssa.gov/forms/ss-5.pdf>

- Please note that you MUST list your parents' names and include your mother's name at birth (in case she changed her name after marriage). Most of your parents will not have SSNs to list; therefore, you may leave these sections (9B and 10B) blank.

New Hire Paperwork

New hire paperwork will be completed **after** you arrive on campus in small group sessions. Sessions will occur during the first two weeks of the semester. Make sure you are signed into the Dickinson Gateway and [Click Here](#) to sign up for a New Hire Paperwork session. Please select the date and time that you wish to attend. **You will only need to attend one session.**

The following items must be brought with you when you attend your New Hire Paperwork Session. Failure to provide any of these items will prevent you from being able to start working on campus.

1. [Direct Deposit Form](#): To be paid, one of the forms that must be completed and returned before you start working is a Direct Deposit Form. This form is required so that your earnings from your job can be directly deposited into a US-based bank account. Take this form with you when you go to sign up for a new bank account. Give this form to the person assisting you in opening the account. They will either complete the Bank Information for you or provide you with a Direct Deposit print out. Bring this completed form with you when you attend your new hire paperwork session.
2. **Copies of the following documents for me to keep:**
 - a. Copy of Passport (The page with your photo/Passport Number and Expiration Date.)
 - b. Copy of your Form I-20 or DS-2019
 - c. Copy of your Form I-94. (You will need to complete your Form I 94 **after** you arrive in the United States. Obtain your I94 by going to the following website:
<https://i94.cbp.dhs.gov/>.

After you Receive your Social Security Card

As soon as you receive your Social Security Card that contains your Social Security Number, please sign the card, and ensure that the Registrar's Office receives a copy. You can provide your card in person or electronically.

Either take your card to the Registrar's Office in the Biddle House, OR upload a pdf of your social security card and your Dickinson College id to the Registrar's Office using the following secure link: <https://www.dickinson.edu/RegOfficeUpload>.

After you submit the information to the Registrar's Office, they will alert the necessary offices on campus. There is nothing else that you need to do. Failure to provide your Social Security card to the Registrar's Office in a timely manner may result in your employment being suspended. Please remember to keep your Social Security Card in a secure location. It is sensitive government document, like your Passport.