

On-Campus Student Employment

[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, 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.

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 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](#).

When the student applies for a Social Security Number at the Social Security Office, the student must request a receipt stating that the application has been submitted. After the student obtains the receipt, the student must send the receipt to student employment at stuemp@dickinson.edu.

In addition, the student will also need to complete all necessary [new hire paperwork](#) using the [provided instructions](#) before the student will be eligible to work on campus.

SSN Application Information:

When applying for your Social Security Number at 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 through <https://i94.cbp.dhs.gov/i94/>
- Employment Verification Letter from the Student Employment Office
- 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.

Upon receiving a Social Security number, the student must notify the Registrar's Office. The student must take the Social Security Card to the Registrar's Office to be activated in the Banner system. The Registrar's Office will alert Student Employment and Payroll.

Things to Remember

1. Submit completed paperwork to obtain a Social Security Number as soon as possible.
2. 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.
3. The student must notify the Registrar's Office upon receiving a Social Security number.
4. Students may not work more than 18 hours per week while classes are in session. (Dickinson Policy)
 - a. Working greater than 20 hours per week will jeopardize Visa status.
 - b. A student may work up to 40 hours per week when classes are not in session. (Winter Break, Summer)

Student Employment Office, in the HR Services Building located at 55 N. West St. stuemp@dickinson.edu