

Steps for On-Campus Employment

Step 1 – Obtain Necessary Documents
A. Obtain a letter from the on-campus employer <ul style="list-style-type: none"> - Ask the department on campus that is employing you to complete the ARC On-Campus Employer Letter. Please confirm that all the information is complete and that the letter is signed.
B. Review and sign the student contract <ul style="list-style-type: none"> - Submit the signed contract to the International Student Program (international@arc.losrios.edu)
C. Receive DSO Letter <ul style="list-style-type: none"> - The DSO will provide you with a letter that verifies your status as an international student, which you will use to apply for a Social Security Number (SSN)
Step 2 – Apply for a Social Security Number (SSN)
A. Review the steps for obtaining an SSN on the SEVP website: https://studyinthestates.dhs.gov/students/work/obtaining-a-social-security-number
B. Start the online application for an SSN: https://www.ssa.gov/number-card/request-number-first-time
C. Complete the application by visiting the Social Security Office within 45 calendar days. You can look up the closest Social Security Office here: https://secure.ssa.gov/ICON/main.jsp
You will need the following items:
A. Documents that establish age, identity, and immigration status: <ul style="list-style-type: none"> - Foreign birth certificate or valid (unexpired) passport - Current/valid Form I-20
B. A recent I-94 Arrival/Departure Record - https://i94.cbp.dhs.gov/
C. Letter provided by the DSO verifying your status as an international student (see above)
D. ARC On-Campus Employer Letter (see above), or a letter from the department on campus that is employing you that includes your job title, total hours you will be working, job duties, your supervisor's information (job title, full name) and your employer's EIN (Employer Identification Number).
Step 3 – Complete Hiring Paperwork
<ul style="list-style-type: none"> - Complete any hiring paperwork required by your employer. - Your Social Security card will be sent to you in the mail, usually within 14 days of having your application approved. Social Security does not require you to have your SSN before you start work, but be sure to give your card to your supervisor as soon as you receive it.

Student On-Campus Employment Contract

Summary of USCIS Regulation 8 CFR 214.2(f)(9)(i)

- On-campus employment must take place at the school location, including on-campus commercial businesses, like a bookstore or cafeteria, that directly provide services for students. The job cannot displace US residents.
- An F-1 student may not begin on-campus employment more than 30 days prior to the actual start of classes.
- Employment must not exceed 20 hours a week while school is in session. An F-1 student may work on campus full-time (up to 40 hours a week) when school is not in session or during the annual vacation.
- An F-1 student who maintains status and intends to enroll for the next academic session may continue on-campus employment. An F-1 student may not engage in on-campus employment after completing a course of study.
- If transferring schools, an F-1 student may only work at the school that has their SEVIS record.

***As an international student with on-campus employment at American River College,
I agree to do the following:***

- Follow all the terms of the USCIS Regulation referenced above
- Report my employment to the DSO before beginning work
- Inform the DSO of any changes in employer and hours
- Obtain certification letters from the DSO and employer to present to the Social Security Administration office to get a Social Security Number (SSN)

Student On-Campus Employment Contract			
I have read the above agreement. I understand it, and I agree with its conditions. <i>I understand that any violations of this contract can lead to termination of my F-1 status.</i> I also understand that I should keep this form until the completion of the on-campus employment.			
Name:	Signature:	Student ID #:	Date:
On-Campus Employer Information			
Department Name:	Supervisor's Name:	Hours Work Per Week:	



F-1 On-Campus Employer Letter

To Whom It May Concern:

This is evidence of an on-campus job offer for:

First Name

Middle Name (if any)

Last Name

ARC Student ID Number

Nature of student's job (e.g. tutor, student help, lab assistant, etc.):

Position description (brief): _____

Start Date: _____

Number of Hours/Week: _____

On-Campus Employer Information

Full Name of Department or Office (no abbreviations)

Employer Telephone Number

Employer Identification Number (EIN)

Supervisor's Name: _____ Full Title: _____

Supervisor's Signature (original): _____

Date: _____

Per 8CFR 214.2(f)(9)(i), students in F-1 status are permitted on-campus employment up to 20 hours per week while classes are in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent term.