

INTERNATIONAL STUDENTS AND ON-CAMPUS STUDENT EMPLOYMENT

F-1 international students are permitted to work as on-campus employees at CCAD for Ohio State minimum wage at a maximum of 15 hours per week during fall and spring semesters. More hours may be available during school breaks.

- A Social Security Number is NOT required to APPLY for and secure on-campus employment
- **A Social Security Number is REQUIRED in order to begin working**
- A Social Security Number IS required in order for the CCAD to issue a payroll check
- F-1 students needing to obtain a Social Security Number must do the following:
 1. Searching for on-campus job openings at CCADCareers.com
 2. Contact the supervisors and interview for jobs
 3. When hired, the supervisor will supply and sign a Student Onboarding Form
 4. Take the completed Student Onboarding Form, a valid passport, and the I-94 print out to the Student Services at One Stop desk to register. Students can view and print their I-94 information here: <https://i94.cbp.dhs.gov/i94/#/home>. Click on "GET MOST RECENT I-94"
 5. At One Stop, completed the I-9 form, W4 Federal tax form, and Ohio State tax form leaving space for the Social Security Number vacant. The Alien number or Admissions number on the I_ (form must be completed. The Alien/Admissions number is found on the I-94 print out
 6. Schedule an appointment with Jonathon Neeley in order to obtain an Employment Verification Letter and an application for a Social Security Number. Please bring a copy of Student Onboarding Form with you to the meeting
 7. Visit any Social Security Administration Office in order to apply for a Social Security Number. The following items need to be presented at the Social Security Administration Office:
 - a. Valid Passport
 - b. F-1 Visa
 - c. I-94 print out
 - d. I-20 Form
 - e. Employment Verification Letter from Jonathon Neeley
 - f. CCAD Student I.D card
 8. Contact Jonathon Neeley if more information is required by the Social Security Administration
 9. Upon obtaining the Social Security Number visit the Human Resources Office to present the Social Security Card for completion of tax documents and permission to begin employment
 10. All on-campus student employees can pick up a payroll check at the One Stop