

INTERNATIONAL EDUCATION & ENGAGEMENT

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INTERNATIONAL
EDUCATION
& ENGAGEMENT



INTERNATIONAL STUDENT ON-CAMPUS EMPLOYMENT

UWL international students holding an F-1 visa and UWL international students on a J-1 visa (who have received prior approval from their sponsor) may work up to 20 hours per week **on-campus** while school is in session or while they are taking any classes (this includes summer session and winter intersession). During scheduled university vacations (e.g., winter break and summer session), international students are allowed to work 40 hours per week on-campus if they are not taking classes.

F-1 and J-1 students are not allowed to work off-campus without prior approval from the International Student & Scholar Advisor.

WORKING ON-CAMPUS

International students must receive a written job offer from an on-campus department, Chartwells, or the University Bookstore.

International Students with a Social Security Number:

If you have never worked on campus before, you will need to make an appointment with UWL Human Resources (144 Graff Main Hall), Chartwells or the University Bookstore. You need to bring your passport, I-94, and I-20/DS-2019 and an 'offer of employment letter' to this meeting.

If you have worked on campus before, please make sure all your paperwork is up to date.

International Students without a Social Security Number:

The following is the step-by-step process you will need to go through to be able to work on-campus:

1. Receive a job offer from a department on-campus, Chartwells, or the University Bookstore
2. Obtain a written letter requesting a social security number from your employer (see sample letter on p. 2*)
3. Drop the letter off at IEE for an International Student & Scholar Advisor's approval. After the letter is approved, you will be contacted to come to IEE and pick up the letter and your second approval letter. Please allow up to 3 – 5 business days for this to be completed
4. Take the letter, passport, I-20/DS-2019, and I-94 card to the Social Security Administration Office.
Location:
Suite 100
210 7th Street South
La Crosse, WI 54601
5. Make an appointment to meet with the UWL Human Resources (144 Graff Main Hall) or Chartwells or the University Bookstore staff. You will need to bring your passport, I-20/DS-2019, I-94, offer of employment letter and IEE letter.

EMPLOYER SAMPLE LETTER TO SOCIAL SECURITY ADMINISTRATION

Please Note: If you are interested in a hiring an international student who does not have a social security number, you will need to prepare a letter requesting a social security number. The following is an example for your use.

Print Letter on Departmental Letterhead

Today's Date

Social Security Administration
Suite 100
210 7th Street South
La Crosse, WI 54601

To whom it may concern:

This is to verify (student's full legal name) has been offered on-campus student employment at the University of Wisconsin-La Crosse with (insert department name).

(Student's full name) is a student employee doing (briefly describe job responsibilities/duties). They will be working (insert number of hours per week) with anticipated start date of (insert date DD/MM/YYYY) once SSN is approved.

Employer Identification Number (EIN):

Supervisor Name:

Supervisor Phone:

Supervisor Email:

We do not issue paychecks without a social security number. Please issue (student's name) a social security number for payroll purposes.

Thank you for your assistance.

Sincerely,

(Signature – must be original wet signature)

Name

Title

Contact information