

Mississippi College International On-Campus Student Employment Information

Employment for F-1 and J-1 students is limited, and working without permission is a violation of status and a deportable offense. F-1 and J-1 students may not work off-campus without permission from the Office of Global Education. On-Campus Employment is permitted with certain restrictions. Students must complete employment paperwork with the Office of Global Education in order to work on-campus. A Social Security number is required for anyone receiving payment. **The Office of Global Education can assist you with this process.** Currently we only have F-1 students but hope to have J-1 students in the near future.

On-Campus Employment

F-1 and J-1 students are allowed to work on-campus up to 20 hours per week while school is in session. If you are registered in spring and will be registered in summer or the following fall, you may work full time on campus (more than 20 hours per week) during the summer.

However, all J-1 student employment requires written authorization by the International Student Advisor.

All employees must complete the Employment Eligibility Verification known as the I-9. The Office of Global Education assists international students in completing this form and Form W-4.

Initial On-Campus Employment

All on-campus employment must be initiated through CareerLink through the Mississippi College website. Once a job is accepted, there is a step-by-step process which includes all the forms necessary for employment.

International Student Worker Form Checklist

All of the following forms are required when you begin employment for the first time:

1. Student Employment Form
2. Student Notification of Hire
3. Federal Tax form (W4)
4. I-9 form
 - a. Copy of social security card
 - b. Copy of passport
 - c. Copy of visa
 - d. Copy of I-94 receipt
 - e. Copy of I-20
5. MS State Tax Form

6. Direct Deposit Form
7. Drug Free Workplace/FERPA Understanding Form
8. Form 8233 – if student is from a Tax-Treaty country
9. Form 8233 Attachment
10. International Student Data Sheet
11. New Health Insurance Marketplace Coverage Options

Social Security

The social security number is used for employment purposes in the United States in order to report wages to the government. The Social Security Administration (SSA) will issue a social security number for employment purposes *only*. If you have problems in establishing a bank account, renting an apartment or opening a cell phone account, see the Student Services Coordinator in the [Office of Global Education](#). We can help you find other ways to satisfy the requirement with the agency requesting the number.

Along with the social security application, you must present the following documents at the Social Security Administration Office:

1. I-20 (F-1 Students) or DS-2019 (J-1 Students)
2. Passport
3. Visa
4. I-94 (card or print out)
5. Student ID
6. Letter from the [Office of Global Education](#) on letterhead including:
 - identity of student employee
 - job description
 - anticipated or actual employment start date
 - employer identification number (EIN)
 - employer contact information, including the telephone number and the name of the student’s immediate supervisor
 - original signature, signatory’s title, date

NOTE: the [Office of Global Education](#) cannot issue this letter until a student is in registered status (which means that the tuition bill is paid).

Social Security Administration Office:

| Vicksburg | Jackson |
|---|--------------------------------|
| 4155 Clay Street Suite 132 | 100 W. Capitol Street Room 225 |
| Vicksburg, MS 39183 | Jackson, MS 39269 |
| 866-964-0996 | 601-965-5377 |
| We suggest Vicksburg. It is generally faster and about the same distance. Please call before going to check their operating hours. | |