



On-Campus Employment Check List For International Student Workers

Work Eligibility forms are only valid for one academic year. The international student will need to renew the work eligibility form for each academic year, for a change to the current job, and/or for each new job offer. Maintaining valid status and following all regulations regarding work eligibility is the student worker's responsibility.

Authorization is required by the International Student and Scholar Services office.

- Supervisor prints **Work Eligibility Form** from ISSS Website (for F-1 and J-1 visa holders).
- Supervisor completes top portion of **Work Eligibility Form** as proof of job offer.
- Supervisor completes **Payroll Authorization Form**
- Student obtains ISSS Office approval on **Work Eligibility Form** and **Payroll Authorization Form**.
Blanton Building, Suite 216
Walk-In Hours: Monday-Thursday, 9:00 – 11:00 a.m. and 2:00 – 4:00 p.m.
- Student Reviews **New Hire Packet** and completes all documents included in packet.
- Student visits Human Resources to complete **Form I-9** (with acceptable documents as stated in **New Hire Packet**) and to get approval on **Work Eligibility Form**.
Expressway Tower, Suite 200
Walk-In Hours: Monday-Friday, 8:30 a.m. to 5:00 p.m.
- Student returns approved **Work Eligibility** and **Payroll Authorization Forms** to the supervisor, with the completed documents from the **New Hire Packet**.
- Supervisor obtains Financial Officer approval on **Payroll Authorization Form**.
- Supervisor (or FO) submits the **Payroll Authorization Form, Form W-4, Direct Deposit Form**, and the **Alien Determination Form** to Payroll for processing.*

***NOTE:** If the wages are to be charged to a grant, the PAF must be submitted to Grant and Contract Accounting ("GCA") for approval before the document is submitted to Payroll. GCA will forward the PAF to Payroll once it has been approved.

SUPERVISOR RETAINS WORK ELIGIBILITY FORM FOR THE DURATION OF THE WORKER'S JOB.

If the International Student does not have a U.S. Issued Social Security Number, they must apply.

Student must take the following documents to the Social Security Office to apply for a social security number:

- Copy of **On-Campus Work Eligibility Form**
- Visa Status Verification Letter** from SMU ISSS Office (*Must be requested by Student*)
- I-20** or **DS-2019**
- Passport**
- Visa**
- I-94 Card**

The Dallas Social Security Office is located on North Central Expressway and Walnut Hill.

10824 N. Central Expressway

Dallas, TX 75231

Open Monday – Friday, 9:00 a.m. to 4:00 p.m. (except Federal Holidays)

For more information, contact 1-800-772-1213

Once approved, Student must take **original Social Security Number card** to the Enrollment Services Help Desk, located on the First floor of the Blanton Student Services Building so that the SSN can be updated in Access.