

International Student

ON-CAMPUS EMPLOYMENT

International students in F-1 or J-1 status must follow immigration regulations in order to work while in the United States. Visit iss.miami.edu for eligibility requirements and documents needed to apply. On-Campus employment is available to international students enrolled in a degree program at the University of Miami.



STEPS TO WORK ON CAMPUS

1. FIND A JOB.

International students can take advantage of student employment opportunities on campus. They are eligible for student assistant (non-Federal Work Study) and graduate assistant positions.

To view and apply for jobs, visit miami.edu/jobx and log in with your Cane ID and password.

During the academic year, you may work a maximum of 20 hours per week. During spring break, summer, and winter break, you may work full time.

- | You may not begin on-campus employment more than 30 days prior to the actual start of classes upon initial entry to the United States to begin a new course of study.

2. COMPLETE SSN VERIFICATION.

Once you are offered a position, complete Part 1 of the Social Security Number Verification Form for On-Campus Employment available at miami.edu/verificationform and ask your on-campus employer to complete and sign Part 2.

Submit the Verification Form and your Form I-94 to International Student and Scholar Services (ISSS) for processing. You may pick up the completed form from ISSS in five business days.

3. OBTAIN A SOCIAL SECURITY NUMBER.

International students who are eligible to work are required to apply for a Social Security Number (SSN) at a local Social Security Administration (SSA) office.

When you apply, you will need to present your:

- Valid passport
- Foreign or U.S. driver's license or birth certificate
- Form I-94 (Obtain an electronic printout of your I-94 at cbp.gov/i94)
- Form I-20 or DS-2019
- Completed Social Security Number Verification Form (See step 2)

At SSA, you will be asked to complete Form SS-5, Application for SSN. The name you enter on the form must *exactly* match the name in your passport. You should request a receipt for verification that you have applied for a SSN.

Your Social Security card will be mailed to your home in approximately two to three weeks. The process may take up to one month if your records do not immediately appear in the SAVE (Systematic Alert Verification for Entitlements) system of the U.S. Citizenship and Immigration Services..

- | Your UM ID number is not valid for employment purposes. If you are a new student, you may not take your application to the SSA office until you have been in the United States for a minimum of 10 days. You may not start working until you have your SSN.

4. SUBMIT A CHANGE OF IDENTIFICATION.

As soon as you have your Social Security number, submit a change of ID in person to the University registrar. Be sure to bring a photo ID and your newly issued Social Security card.

5. COMPLETE WORKDAY ONBOARDING.

Once your SSN has been updated at the University registrar and your employer initiates the hiring process in Workday, you will need to log into Workday and click on *Inbox* to access your assigned onboarding tasks. Your onboarding tasks will include:

- **Review Documents.**
- **Complete Form I-9.** Follow the instructions provided on the International Student Procedures for Completing the Electronic Form I-9. Once you complete Section I of the Form I-9, you will need to present original documents to the e-verifier in your department so that Section II of the Form I-9 and the e-verify process can be completed. If you will not graduate by the completion-of-studies date on your I-20 and plan to continue to work at UM, you must complete the Academic Advisor's Recommendation for Program Extension available at iss.miami.edu. You will need to complete a new Form I-9 in Workday to reflect the new I-20 end date.
- **Add Payment Elections (Direct Deposit).** Undergraduate students are encouraged to apply for direct deposit. Graduate assistantships require enrollment in direct deposit.
- **Complete Foreign National Information Form.** The completion of this form informs UM's Payroll Office what payroll taxes you are exempt or non-exempt from paying. If you do not complete the Foreign National Information Form, you will be taxed as if you are a U.S. resident.

Filing Your Taxes

REQUIREMENTS AND SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS

All international students and scholars and their dependents in "F" and "J" immigration status who were present in the United States have to comply with certain filing requirements with the IRS:

- International students and scholars and their dependents in "F" and "J" immigration status with any U.S. source of income in 2018 are required to file a U.S. income tax return (usually Form 1040NR or Form 1040NR-EZ) and Form 8843 with the IRS by April 15, 2019.
- International students and scholars and their dependents in "F" and "J" status who spent time in the United States in F or J status in 2018 but did not earn any U.S. source of income in 2018 are required to file a Form 8843 with the IRS by June 15, 2019.

Tax forms and publications may be obtained through irs.gov or GLACIER Tax Prep, an online tax preparation system.

Visit iss.miami.edu for additional information on IRS tax filing requirements and services for international students and scholars. Student Employment and ISSS cannot give tax advice or be held responsible for any final tax results.

CONTACT INFORMATION

STUDENT FINANCIAL ASSISTANCE AND EMPLOYMENT
305-284-6000
1306 Stanford Drive
Whitten University Center,
Suite 2275
Coral Gables, FL 33146
ose@miami.edu

INTERNATIONAL STUDENT AND SCHOLAR SERVICES
305-284-2928
1306 Stanford Drive
Whitten University Center,
Suite 2275
Coral Gables, FL 33146
iss@miami.edu

PAYROLL OFFICE
305-284-3004
Gables One Tower
1320 South Dixie Highway,
Suite 760
Coral Gables, FL 33124-2976
UMpayroll@miami.edu

UNIVERSITY REGISTRAR
305-284-2294
1306 Stanford Drive, Whitten
University Center, First Floor
Coral Gables, FL 33146
registrar@miami.edu

SOCIAL SECURITY ADMINISTRATION
800-772-1213
Visit ssa.gov and type your zip code into the Social Security office locator.

INTERNAL REVENUE SERVICE
800-829-1040

The University of Miami is an equal opportunity employer and prohibits discrimination against employees or applicants on the basis of age, color, gender, height, marital status, veteran status, national origin, race, or religion.