



## OIP On-Campus Employment Certification

(For International students in F-1 or J-1 visa status only)

**F-1 students:** Pick-up this form at OIP the following business day after 3PM

**J-1 students:** Submit this form directly to a J-1 advisor for processing

Please include copies of your passport and I-94 arrival record (available online: <https://i94.cbp.dhs.gov>) with this request.

| TO BE COMPLETED BY STUDENT  |                  |             |  |
|---|------------------|-------------|--|
| Last Name:  |                  | First Name: |  |
| SF State Student ID:  |                  | Phone:      |  |
| Do you already have a Social Security Number (you will need one to work on campus)? <input type="checkbox"/> Yes <input type="checkbox"/> No. If you do not have a SSN, please submit an on campus job offer letter. The letter must be printed on department letterhead.   |                  |             |  |
| STUDENT REQUIREMENTS AND RESPONSIBILITIES   |                  |             |  |
| <ul style="list-style-type: none"> <li>I have included a copy of my most up-to-date passport and I-94 (arrival record) verification.</li> <li>I must maintain F-1/J-1 status in order to work on campus.</li> <li>I can work up to 20 hours per week during the Fall and Spring semesters.</li> <li>I cannot work on-campus beyond my academic program completion date (i.e. Thesis completion) or the last day of finals, whichever comes first.</li> <li>I must be covered under CSU-sponsored health insurance while working on campus.</li> </ul> |                  |             |  |
| <i>I have read, and now understand the above requirements. It is my responsibility to abide by the regulations governing the On-Campus employment and to maintain F-1/J-1 status. Failure to abide by the requirements will terminate my F-1/J-1 status and my ability to work and otherwise remain in the U.S.</i>   |                  |             |  |
| Student's Signature:  |                  | Date:       |  |
|   |                  |             |  |
| TO BE COMPLETED BY OFFICE OF INTERNATIONAL PROGRAMS   |                  |             |  |
| <b>By signing this form, I am verifying that the above student is currently in active F-1/J-1 status and is eligible to work on campus until as long as s/he is satisfying the above listed requirements.</b>   |                  |             |  |
|   |                  |             |  |
| <b>Name and Title</b>   | <b>Signature</b> | <b>Date</b> |  |

## Step 1: Obtain Authorization to Work on Campus

Submit the following documents to OIP front desk during OIP office hours:

1. A completed and signed OIP On-Campus Employment Certification Form (OCEC) form. Download this form at <http://oip.sfsu.edu/f1formsadvising>
2. Photocopy of your passport
3. I-94 arrival record (Print it online at <https://i94.cbp.dhs.gov>)
4. On campus job offer letter: Job offer letter is required for students who need to apply for Social Security Number (SSN). On campus employer can download the job offer template at <http://oip.sfsu.edu/ssn>

**F-1 students:** the signed OCEC form and a SSN support letter (only for students who needs to apply for SSN) will be ready for pick up at OIP front desk the following business day after 3PM.

**J-1 students:** Follow the instruction from your J-1 advisor.

## Step 2: Apply for SSN (Skip this step if you already have a SSN)

Find the nearest Social Security Administration office at <https://www.ssa.gov/locator/> and apply for a SSN in person. Bring I-20 or DS-2019, passport, I-94, and on campus job offer letter with you. See <http://oip.sfsu.edu/ssn> for more details. It may take a few weeks for you to receive a SSN. You must have a SSN in order to complete I-9.

## Step 3: Complete I-9 Employment Eligibility Verification

|  |   |
|--|---|
| <p>If you are working as a Student Assistant:</p> <p>Bring the following documents to Student Service Building (SSB), One Stop, Window 2. Bring the following documents:</p> <ol style="list-style-type: none"><li>1. <b>Original</b> OCEC form</li><li>2. <b>Original</b> Passport (No photocopy)</li><li>3. <b>Original</b> Social Security Card (Not necessary if you have memorized your SSN)</li></ol> <p><b>*I-9 can only be completed during the Student I-9 Authorization hours. Please check the hours at <a href="https://dos.sfsu.edu/">https://dos.sfsu.edu/</a> before you visit SSB 403.</b></p> | <p>If you are working as a Graduate Assistant (GA) or Graduate Teaching Assistant (GTA):</p> <p><b>Skip Step 3.<br/>Proceed to Step 4.</b></p> <hr/> <p>If you are working with auxiliary (such as Associated Students, Inc. or University Cooperation), or any other on campus commercial employers (such as SFSU Bookstore, Café 101 or Taqueria):</p> <p><b>Skip Step 3. Complete I-9 with your employer then proceed to Step 4.</b></p> |
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## Step 4: Complete Payroll Forms

Schedule an appointment online at <http://fiscaff.sfsu.edu/taxservices> with the University Tax Specialist (Fiscal Affairs, Administration Building, Room 358). Click the link for "**Make appointment with the Tax Specialist**". Bring the following documents to your appointment:

1. Photocopy of the OCEC form
2. I-94 arrival record
3. On campus job offer letter
4. Photocopy of your passport and visa
5. Photocopies of I-20 or DS-2019
6. Photocopy of your Social Security Card

If you are working as a Student Assistant, you must complete I-9 at SSB 403 **BEFORE** your appointment.

You will receive your payroll forms at the end of the appointment. Bring the forms back to your on campus employers and start working!