STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
DIVISION OF INTERNATIONAL EDUCATION
OFFICE OF INTERNATIONAL PROGRAMS

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SAN FRANCISCO STATE UNIVERSITY

OIP On-Campus Employment Certification (OCEC) Form

F-1 students send to f1@sfsu.edu. J-1 students send to exchange@sfsu.edu. Email from your SF State email address. We accept digital signatures, scanned copies, and high resolution/clear pictures of the completed form.

Student Information

Last Name:		First Name:	
SF State Student ID:		Phone:	
Passport Expiration Date:		I-94 Number:	
F-1: I-20 End Date:		J-1: DS-2019 End Date:	

Note: Your I-20/DS-2019 end date is subject to change, such as in cases of termination, academic disqualification, transfer out, extensions, work authorizations after program end date (OPT/Academic Training), etc. You may work on-campus up to the last semester you are studying as a student (F-1 students on FTE/RCL Completion semesters can work with FTE/RCL approval).

Do you already have a Social Security Number (SSN)?
- ☐ Yes. You will not need a new SSN to work on campus.
- ☐ No. You will need a SSN to work on campus, please submit an on campus job offer letter

Student Requirements and Responsibilities

I understand
- I must maintain a valid F-1/J-1 status in order to work on campus.
- I must be covered under CSU-sponsored health insurance while working on campus.
- I can work up to 20 hours per week during the Fall and Spring semesters.
- I cannot work on-campus beyond my academic program completion date or the last day of finals, whichever comes first.

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.

Student Signature:		Date:	

To Be Completed by Office of International Programs

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.

Name and Title	**Advisor Signature**	**Date**

OIP Office Use Only

Date received:		Processed Date:		Processed By:		Scanned By:	

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OIP On-Campus Employment Certification (OCEC) Instructions

Step 1: Obtain Authorization to Work on Campus from Office of International Programs (OIP)

- Send requests from your SF State Email Address.
    - **F-1 students**: send to f1@sfsu.edu
    - **J-1 students**: send to exchange@sfsu.edu
- Requests are processed within 2 business days.
- We accept digital signatures, scanned copies, and high resolution/clear pictures of the completed form.
- On-campus job offer letter: Job offer letter is required for students who need to apply for Social Security Number (SSN). On-campus employers can download a template at http://oip.sfsu.edu/ssn.

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

- Make an appointment at the nearest Social Security Administration office (https://www.ssa.gov/locator/).
- On the day of the appointment, bring the following documents:
    - F-1: I-20, passport, I-94, on-campus job offer letter.
    - J-1: DS-2019, passport, I-94, on-campus job offer letter, SSN authorization letter (OIP will provide this).
- It may take a few weeks to receive you SSN. You must have an SSN to complete I-9. See http://oip.sfsu.edu/ssn for more details.

Step 3: Complete I-9 Employment Eligibility Verification

If you will work as a Student Assistant:	If you will work as a Graduate Assistant (GA) or Graduate Teaching Assistant (GTA):
I-9 can only be completed during the Student I-9 Authorization hours. Please check the hours and next steps at dos.sfsu.edu/content/student-tool-kit Bring the following documents: 1. **Original** OCEC form 2. **Original** Passport (No photocopy) 3. **Original** Social Security Card (Not necessary if you have memorized your SSN)	Skip Step 3. Proceed to Step 4.
	If you will work for an auxiliary (such as Associated Students, Inc. or University Cooperation), or any other on campus commercial employer (such as SFSU Bookstore, Café 101 or Taqueria): Skip Step 3. Complete I-9 with your employer. Then, proceed to Step 4

Step 4: Complete Payroll Forms

- Schedule an appointment online at http://fiscaff.sfsu.edu/taxservices with the University Tax Specialist
- You must complete I-9 **BEFORE** your appointment.
- 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. Photocopy of your Social Security Card
    6. Photocopy of your I-20 or DS-2019
- You will receive your payroll forms at the end of the appointment. Submit the forms to your on-campus employer and start working!
- **NOTE:** You will need to repeat STEP 4 every semester to maintain your employment status and payroll.