



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:	
<p>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).</p>			
<p>Do you already have a Social Security Number (SSN)?</p> <p><input type="checkbox"/> Yes. You will not need a new SSN to work on campus.</p> <p><input type="checkbox"/> No. You will need a SSN to work on campus, please submit an on campus job offer letter</p>			

Student Requirements and Responsibilities			
<p>I understand</p> <ul style="list-style-type: none"> 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. 			
<p><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></p>			
Student Signature:		Date:	

To Be Completed by Office of International Programs		
<p><i>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.</i></p>		
Name and Title	Advisor Signature	Date

OIP Office Use Only							
Date received:		Processed Date:		Processed By:		Scanned By:	

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 employer can download the job offer template at <http://oip.sfsu.edu/ssn>

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 contact them for next steps on how to apply for a SSN.
- Bring I-20 or DS-2019, passport, I-94, and on campus job offer letter with you.
- It may take a few weeks for you to receive a SSN. You must have a SSN in order to complete I-9. See <http://oip.sfsu.edu/ssn> for more details.

Step 3: Complete I-9 Employment Eligibility Verification

<p>If you are working as a Student Assistant:</p> <p>I-9 can only be completed during the Student I-9 Authorization hours. Please check the hours and the next steps at dos.sfsu.edu/content/student-tool-kit</p> <p>Bring the following documents:</p> <ol style="list-style-type: none">1. Original OCEC form2. Original Passport (No photocopy)3. Original Social Security Card (Not necessary if you have memorized your SSN)	<p>If you are working as a Graduate Assistant (GA) or Graduate Teaching Assistant (GTA):</p> <p>Skip Step 3. Proceed to Step 4.</p> <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>Skip Step 3. Complete I-9 with your employer then proceed to Step 4</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
- 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. Photocopies of I-20 or DS-2019
- You will receive your payroll forms at the end of the appointment. Bring the forms back to your on campus employers and start working!
- **NOTE:** You will need to repeat STEP 4 every semester to maintain your employment status and payroll.