ON-CAMPUS EMPLOYMENT

INTERNATIONAL STUDENT Orientation
Welcome to Boise State University!
About the Career Center

1464 University Drive, 111 in the Technical Services Building
(across from the Recreation Center)

Monday-Friday, 8:00am – 5:00pm
Our Services and Events

SERVICES
- BroncoJobs
- Career Planning
- Major Exploration
- Job-Search Resources
- Resume and Cover Letter Assistance
- Interview Training
- Internship Advising
- Resource Room

FALL EVENTS
- Student Job Fair
  Wednesday, August 25
  On the Quad
- Construction Management Fair
  Thursday, September 23
  SUB Jordan Ballroom
- Fall Career Fair
  Wednesday, October 6
  SUB Jordan Ballroom
- Boise Law School Fair
  Thursday, November 18
  SUB Jordan Ballroom
http://career.boisestate.edu

Search for:

On Campus Student Employment
Internship Positions (including off campus)
Career Employment
What is On-Campus Employment?

• Any work performed at and for Boise State
  – Ex: The Library, The Student Union Building, computer or research labs, academic departments, Student Housing

• Any work performed for employers who reside on campus and provide direct service to students
  – Aramark (Campus Dining)

• NOTE: You are not eligible for “Work Study” employment
  – Federal Financial Aid
Are You Eligible for On Campus Employment?

• You may work in an on campus job provided:
  – You are maintaining F-1 or J-1 status
Limitations to On Campus Employment

- You may not work more than 20 hours/week
  - You may work full-time during breaks provided you are eligible and intend to register for the following semester
- You may not be employed on campus after you have completed a program of study unless you have applied for and been granted written permission to do so
How do I Get an On Campus Job?

• Look for an on-campus job (non-work study)
  – BroncoJobs on the Career Center website
  – Student Job Fair (Fall only)
  – Contact departments directly

• Apply for the job(s)
  – Complete Applications
  – Resume

• Once you have a job offer, go to IPO to get an Employment Authorization Letter and a Social Security Authorization Letter (if you need a SS Card)

• Apply for a social security number
How to Apply for a Social Security Number

• You must have a job offer BEFORE you apply for a Social Security Card

• Get a Social Security authorization letter from the International Programs Office (IPO)

• Get an employment letter from your campus employer- verification of where you will work, what your job title and basic duties will be, and your employment start date

• Apply for a Social Security number at the Social Security Office located at 1249 Vinnell Way, Suite #101

• Required Documents When Applying for Social Security Card
  - Social Security Authorization Letter from IPO
  - Employment Letter from campus employer
  - I-20
  - Passport and Student Visa
  - I-94
  - Student ID

• It normally takes 2 weeks to receive your Social Security Card - Ask for Proof of Application

• Do NOT laminate your Social Security Card once you receive it!
Completing On Campus Job Paperwork

• Go to the Human Resources Office in the Administration Building to fill out the I-9 form and the Tax Treaty form.

• Required Documents
  - Letter of Authorization (issued by the International Program Office authorizing them to work)
  - An Unexpired Passport or Visa
  - I-94 Form
  - I-20 for F1 Visa or DS2019 for J-1 Visa
  - Original Social Security Card issued by the Social Security Administration or Proof of Application
How do I Get Paid?

• Set up a bank account
  – Any United States based bank
  – Set up direct deposit
    • Through BroncoWeb

Or

• Wells Fargo Pay Card
  – Automatic after several payrolls or contact Crystal Carlson in Human Resources

• Get checks from Payments and Disbursements (Room 211 in Administration Building)
A Note of Caution

• There are a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with the International Programs Office before taking up any employment.

• It is your responsibility to comply with all BCIS regulations that apply to F-1 and J-1 students. If you fail to comply, you may not be eligible for benefits normally granted to F-1 and J-1 students.
Taxes

• Earnings subject to applicable Federal and State taxes
• Generally exempt from Social Security Tax
• Must file tax returns by April 15\(^{th}\) of the year following the year in which you worked
• IPO holds tax workshops in the spring of each year
Internships
Curricular Practical Training—CPT

- Practical Experience in your field of study
- Allows Int’l Student the opportunity to work off campus
- Eligibility
  Student must be in status
  Student must have completed at least 2 semesters in the US (exceptions for some grad programs)
  Internship must be directly related to student’s academic program
  Student must receive university credit for the internship
  Student must have BCIS authorization (through IPO) PRIOR to employment
  CPT must be part-time (20 hours or less) while school is in session. During summer and winter breaks, CPT may be full-time.
Internship Process

- Find and Internship
  - BroncoJobs or Faculty
- Complete the Boise State On Line Internship application and get appropriate signatures from your department
- Work with your department advisor to complete the Curricular Practical Training form
- Set up an appointment with International Student Advisor
  - Bring the signed internship form and the Curricular Practical Training form plus the name and address of your internship employer to the appointment
- All of the above steps must be complete BEFORE starting your internship
- Internships must be applied for each semester
Questions?

Thank You

We look forward to seeing you at the Career Center