



Center for International Education
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WHAT YOU NEED TO KNOW: HIRING INTERNATIONAL STUDENTS ON-CAMPUS

International students can be great student employees for UIU departments. However, international students must follow special rules required by the U.S. federal government and may have additional needs/concerns during the hiring process. This document seeks to provide UIU departments with basic information for hiring international students.

Work-Study and International Students

- Work-Study is a form of financial assistance from the U.S. federal government to American students. Only American students are potentially eligible for work-study positions.

Funding

- All current and new international students can be paid from operational funds.
- There might be funds available for international students through the Business Office. If you are interested in hiring an international student, send your request (how many students you would like to hire, how many hours per week (max 20), and how many weeks they would work) to andersonl@uiu.edu as soon as possible.

Working Hours

- During the academic year when classes are in session, F-1 and J-1 students can work no more than 20 hours per week.
- During the summer and any breaks or vacations throughout the academic year, F-1 and J-1 students are restricted by UIU policy to 20 hours per week as well.

Location of Employment

- On-campus is defined as any location on the physical campus (for example, Rec Center, Cafeteria, an academic department, Admissions, etc.) or any position where the student is being paid directly by UIU (for example, Pavo Blue).

On-Campus Employment Authorization

- F-1 Students
 - There is no authorization required for international students to work on-campus. They can begin working as soon as they are offered a position and are able to complete all I-9 and university hiring requirements which include presenting a SSN card.
- J-1 Students
 - J-1 students must receive work authorization BEFORE starting any on-campus employment. The student receives work authorization from the CIE or their sponsoring agency. J-1 students must also complete all I-9 and university hiring requirements which include presenting a SSN card.

Hiring Process for International Students

1. Determine if the international student fits the needs for your department through your department's interview process. If so, begin the standard student hiring process with the Business Office. The student must receive a Social Security Card prior to the beginning employment.
2. If the international student needs a SSN or is in the U.S. on a J-1, prepare an offer letter (please see the following template) for the student to take to the CIE.
3. The student must complete all of the standard I-9 requirements for employment with the Business Office and complete any additional documents the department may require (i.e. confidentiality statement).
4. The student can begin working!

Suggested Offer Letter Template on Letterhead

DATE

To Whom It May Concern:

STUDENT'S NAME has been hired by the *DEPARTMENT'S NAME* of Upper Iowa University in Fayette, Iowa as the *POSITION TITLE*.

This student is expected to begin on *EMPLOYMENT START DATE*. (If there is a predetermined end date as well, please include this in the letter). He or she is expected to work no more than *NUMBER OF HOURS* per week and will be paid *WAGE PER HOUR*.

If you have any questions, please do not hesitate to contact me.

Thank you,

NAME OF SUPERVISOR

TITLE OF SUPERVISOR

SUPERVISOR'S PHONE NUMBER

SUPERVISOR'S EMAIL ADDRESS