

Information for International Students

International students should confirm permission to work through the Center for International Services and Programs (CISP).

216-687-3910

intlcenter@csuohio.edu

Most of the student employment regulations are the same for national and international students. However, there are some differences:

Applying For a Social Security Number (SSN) -

After having been extended a job offer, obtain a Social Security Letter from the Center for International Services. Take the letter back to your supervisor for completion. Return to the Center for International Services for their original signature. Then take the original letter with you to apply for your Social Security Number. You will also want to bring your Passport with I-94 and your I-20. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. Ask the social security administrator for a letter stating that you have applied. Keep a copy of the letter and give the original to your employer. You may not begin working without this letter. Once you receive your SSN, you MUST provide it to the Student Employment Office as we have to enter it into the payroll system in order to complete your hire.

Tax Forms –

The Payroll office will contact you after the Student Employment Office enters your job into the payroll system, as there may be different requirements for you based on the treaties your home country has with the US. Any additional information they might need from you they will communicate clearly in their emails to you, so just be sure to regularly check your CSU Vikes email (including any spam/junk/clutter folders, as sometimes CSU emails go there). You must reply to their email directly; **do not** send this payroll documentation to the Student Employment Office!

Under Enrollment –

A form completed by your academic advisor authorizing the under-enrollment is provided by and turned into CISP. A copy of this form or other documentation signed by the academic advisor is also needed by the Student Employment Office, so be sure to give a copy to the Student Employment Office before you turn the original in to CISP.

Extending Stay -

To extend the stay or period of study at CSU, international students must get a new I-20. International student employees must also submit a copy of it to the Student Employment Office so that the I-9 on file can be updated. Failure to do so will result in the student position being terminated at the end of the original stay date.