

On-Campus Employment Information

Background

International students are allowed to work on campus without additional authorization from the Department of Homeland Security for up to 20 hours per week while school is in session, and full time during vacation periods. Students are encouraged to only seek on-campus work after they have adjusted to student life at SDSU, unless the job is a part of the academic program.

On Campus Employers

International students work in all areas of the SDSU campus. Students find employment with Aztec Shops, with Associated Students in the Aztec Recreation Center, Mission Bay Aquatic Center, Cox Arena, or work in departments as a Student Assistant, or Graduate Assistant. Many on-campus employers require proof from the ISC that the student is eligible to work on-campus before they will give a job offer. The ISC On-Campus Work Verification Form is available at the ISC front desk.

Currently Aztec Shops, which hires for both the campus bookstore and food venues, will only hire students who already have a Social Security number. **If you do not already possess a Social Security number, you will not be hired by Aztec Shops, and there are no exceptions.** You should not apply for employment there, if you do not have a Social Security number.

Obtaining a Social Security Number

International students who will work on campus must first obtain a Social Security number. The US Social Security Administration has become very restrictive in issuing Social Security numbers to international students for on-campus employment. They now require a documentation letter from both the on-campus employer and the ISC before they will issue a Social Security number. The following information will explain how to obtain the Social Security number:

Steps to Follow

1. Obtain the ISC "On-Campus Work Verification Form"
2. Apply for on-campus job and receive job offer from employer
3. Go to the payroll office for that employer to obtain the employer's letter for Social Security
4. Submit employer's letter to ISC and complete the ISC "Social Security Verification Form"
5. Pick up letters at ISC and go to Social Security office – It is advisable to wait until you have been in the US at least 7-10 days before going to the Social Security Office

Additional Steps for Newly Arrived Students - Complete all of the following:

1. Complete the official Check-In at the ISC
2. Enter your US address into the SDSU web portal
3. Enroll in a full course of study or have an approved ARCL.
4. Purchase health insurance (GTAs may wait for SDSU insurance coverage)

Allow 3 working days for processing all forms