GETTING AN ON CAMPUS JOB AS AN INTERNATIONAL STUDENT
**REQUIREMENTS:**

- Students must be matriculated/enrolled in the current semester and in good academic standing to work on campus.

- On-campus employment for F-1 students does not require written approval if you are maintaining lawful F-1 status.

- J-1 Students must meet with an International Student Advisor prior to accepting employment.

- You cannot exceed more than 20 hours of employment per week during the fall and spring semesters.

- Intensive English Center students are not eligible for on or off campus employment.
FINDING A JOB

1. You make look for jobs using Stony Brook Career Center’s online recruiting database, Handshake.

2. Log In to Handshake with your Net ID and password at: www.stonybrook.joinhandshake.com

3. After logging in, you will see a black tool bar on the left hand side.

4. Select Jobs > On Campus Student Employment to see all available positions. **Please note:** In reference to hiring international students, SBU Medical Center is **NOT considered** an on-campus department. The hospital **has a different employer ID number**. If the job is paid by State/Research/ FSA and/or employed through the School of Medicine or other academic department, that IS considered on campus. Please contact VIS if you are unsure if the job is considered on campus.

5. You may apply by selecting the green “Apply Now” button in the right hand corner. For resume and cover letter help you can visit Resume Review hours in the Career Center: Monday, Tuesday, Thursday (Walk-In) 1-4pm Friday (By Appointment) 1-4pm

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Weighted average rating*</th>
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<tbody>
<tr>
<td>Ability to work in a team structure</td>
<td>4.55</td>
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<tr>
<td>Ability to make decisions and solve problems</td>
<td>4.50</td>
</tr>
<tr>
<td>Ability to plan, organize, and prioritize work</td>
<td>4.48</td>
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<tr>
<td>Ability to verbally communicate with persons inside and outside the organization</td>
<td>4.48</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.37</td>
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<tr>
<td>Ability to analyze quantitative data</td>
<td>4.25</td>
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<tr>
<td>Technical knowledge related to the job</td>
<td>4.01</td>
</tr>
<tr>
<td>Proficiency with computer software programs</td>
<td>3.94</td>
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<tr>
<td>Ability to create and/or edit written reports</td>
<td>3.62</td>
</tr>
<tr>
<td>Ability to sell or influence others</td>
<td>3.54</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=Not at all important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important

Source: Job Outlook 2014, National Association of Colleges and Employers
**OBTAINING SOCIAL SECURITY**

8. Once you obtain a job, you must receive a job offer letter from your employer in order to apply for a Social Security number.

9. After receiving an offer letter, students must apply for a Social Security Number before starting their job. You can get an original Social Security number by following the steps below. You cannot apply for a number online. There is no charge for a Social Security number.

   You will need to:

   - Submit the “SSN Authorization Request” e-form in accessVIS. Upon approval, VIS will notify you when your authorization letter is available for pickup.
   - Fill out and print this form: [https://www.ssa.gov/forms/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf)

10. Take or mail your application and documents to a Social Security Office. The offices closest to the Stony Brook University campus are located at:

    - **Patchogue Social Security**
      75 OAK STREET
      PATCHOGUE, NY 11772

    - **Riverhead Social Security**
      526 EAST MAIN STREET
      RIVERHEAD, NY 11901

    - **Melville Social Security**
      1121 WALT WHITMAN ROAD
      MELVILLE, NY 1174

   For more locations, please visit: [https://secure.ssa.gov/ICON/main.jsp](https://secure.ssa.gov/ICON/main.jsp)
REQUIRED FORMS:

11. After receiving a Social Security number, you must complete the I-9 form and show the required documents (original forms) to your Supervisor. These will be two documents that establish identity and establish work authorization.

12. Bring both completed sections of the I-9 form as well as copies of your identity and work authorization documents to Human Resources.

APPOINT:

13. After being cleared in the system, your Supervisor will appoint you to the position in SOLAR and you are ready to work.

For questions regarding International Students, please contact:

Visa & Immigration Services
E-5310, Melville Library
Phone: (631) 632-4685
E-mail: VIS@stonybrook.edu

For questions regarding on campus employment, please contact:

Career Center, Casey Savin
W-0550, Melville Library
Phone: (631) 632-1297
E-mail: casey.savin@stonybrook.edu

For questions regarding entering hours on SOLAR, please visit:
https://it.stonybrook.edu/help/kb/entering-your-time-sheet-in-solar-for-student-employees