Instructions for F-1 International Students Who Want to Work On Campus

Before beginning your job search:

1. Have the **On-Campus Employment Eligibility (WHITE) Form** completed by the International Student Counselor in the International Student Center (A-126). You can get this form either in A-123 or A-126.
2. Bring the signed **WHITE form** to the Career and Transfer Center (Room A-123).
3. Speak to someone in the Career and Transfer Center about finding an on campus job.
4. Get the **On-Campus Student Employment (YELLOW) Form** from Career and Transfer Center (Room A-123)

If you receive an offer of employment:

1. Bring the **Student Employment (YELLOW) form** to the department that hired you.
2. If you need to apply for a **SOCIAL SECURITY NUMBER**, ask the employer to write a letter like the one below.
3. Bring the **letter from your employer / hiring manager** to the ISC during walk-in hours or make an appointment.
4. The International Counselor will give you a letter for the Social Security Office.
5. Bring the completed **YELLOW form** to Career and Transfer Services.

What do I need to bring to the Social Security Administration?

1. Passport, Visa, I-94 card, all I-20's any change of status paperwork you may have.
2. Both letters (one from the employer / hiring manager, one from the International Counselor/DSO)
3. Bergen Community College ID card.

To locate a Social Security Office, visit: www.ssa.gov
The closest Social Security Office is located at: 201 ROCK ROAD, MALL SECOND FLOOR, Glen Rock, NJ 07452

NOTE: When you receive the receipt from Social Security, you must bring it to A-123 for processing. Once you receive the Social Security card in the mail (about 3 weeks later) bring it to A-123 as well.

SAMPLE LETTER FROM THE HIRING DEPARTMENT – MUST BE ON LETTERHEAD

Today's date

To whom it may concern at The Social Security Administration:

Student's Name (F-1 Student) has been offered employment in the ___**(Name of Department)**___ on the Bergen Community College campus in Paramus, New Jersey.
The nature of student's job is: (for example: student will work as a Technology Consultant / Computer Lab Assistant assisting other students with their computer/printing needs).
The student will start working on **date** and will work approx: **# of hours per week**.

The Employer Identification Number for Bergen Community College is: **221820506**
If you need further information, please contact me at: **Employer contact information:**

Supervisor's original signature and Title