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# F-1 International Student Visa

## Employment Guidelines

### STEPS to On-Campus Employment

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1. Search job openings by going to the [employment page](#) and selecting **Student Employment** to find available job postings. Or find open positions through the [Barnes and Noble bookstore](#) website to apply for “Bookseller” positions. Please note that international students are not eligible for Tri-C Student Employment opportunities that are Work Study positions as these use federal government money. F-1 students cannot be paid by Federal, State or local funds.
2. Complete the online application and submit it by answering all the screening questions. Include a resume if needed or references, such as the name of an international student advisor, a faculty member, or a former supervisor. If a reference is not known, leave it blank in order to successfully submit the application.
3. Once you receive a job offer on official letterhead, please provide it to the international student advisor.
4. The international student advisor will provide you with the documentation necessary to request a social security card at the Social Security Administration office.
5. Visit the Social Security Administration office to apply for your social security card. Bring the completed documentation from steps 3 & 4, a social security application found [here](#), your passport, visa, current I-20, and I-94 record which can be obtained [here](#).
6. Allow at least 9 days for your social security card to arrive in the mail (make sure you’ve provided a valid mailing address on your social security application).
7. Provide a copy of your new social security card to the International Student Office and to the hiring manager.