



F-1 ON-CAMPUS EMPLOYMENT

How soon am I eligible to work on campus?

As a new F-1 student, you may apply for permission to work on-campus at BMCC up to 30 days before the start of classes. Current F-1 students can apply for permission at any time, as long as they are maintaining immigration status by being enrolled full-time in credit-bearing courses. You cannot be enrolled in remedial/non-credit courses to be eligible for on-campus employment.

What is considered to be on-campus employment?

On-campus employment is working directly for an office at BMCC (such as your academic department or the Library) or working for a commercial firm located at BMCC that provides direct services to the students (such as the Bookstore). Also, working in another CUNY College (such as Baruch College, Hunter College, or LaGuardia Community College) is considered on-campus employment.

Finally, there is one specific case when on-campus employment may take place at a non-BMCC/CUNY site. This is if a company has funded a research project with one of your professors, which is directly related to your studies, but the check for compensation is issued through the research grant. The site may also be located off-campus if it is educationally affiliated with BMCC/CUNY, the work is at the appropriate level for your degree, and is directly supervised by your academic advisor.

What do I need to do to get on campus-work permission?

1. You will need to submit your supervisor's employment verification form to International Student Services (ISS). The ISS will issue an employment verification letter to be sent to your supervisor within 5 to 7 business days.

How many hours can I work?

You can work up to twenty hours per week during the academic year (Fall and Spring semester) and full time during vacations.

Where can I look for prospective employment?

Look for **College Assistant** positions on the BMCC Human Resources website (<https://www.bmcc.cuny.edu/hr/job-opportunities/>)

BMCC Departments include:

Panther Station
Bookstore
Call Center Agent

Learning Resource Center Tutors (S-510)
Library (S-410)
Math Lab Tutors (S-535)
Academic Departments
IMPACT Mentoring Program (S136H)

CUNY affiliated programs

CUNY Cultural Corps (<https://www.cuny.edu/academics/current-initiatives/cultural-corps/>)
CUNY Tutor Corps (<https://k16.cuny.edu/tutorcorps/>)
CUNY 311 Project (<https://www.cuny.edu/employment/student-jobs/internships/cuny-internship-programs/explore/cuny-311-project/>)

CUNY Reading Corps (<https://www.cuny.edu/academics/academic-programs/teacher-education-programs/cuny-reading-corps/>)

CUNY Internship Programs (<https://www.cuny.edu/employment/student-jobs/internships/cuny-internship-programs/>)

CUNY Career Launch
(<https://www.cuny.edu/about/administration/offices/ocip/students/careerlaunch/>)

How often do I need to get ISS's employment verification letter?

You will need an employment verification letter **every semester** you work on-campus, even if it is with the same department. For example, if you have been hired by the Learning Resource Center from January 28, 2023 to December 30, 2023, you will need a verification letter for the Spring 2023 semester and one for the Fall 2023 semester.

What if I have been offered employment in several departments?

You can work in more than one department, but you must not exceed the 20 working hours per week rule during the academic year. All of your supervisors will need to complete the Supervisor's Employment Verification letter for each department.

Do I need a Social Security Number to work on-campus?

Yes.

- First, obtain the employment/job offer, and then return to the ISS with the Supervisor's Employment Verification Form and the Student's Request for Employment Verification.
- Second, the supervisor must issue an employment letter on the Department's letterhead.
- Third, the ISS will issue you a letter for the Social Security Administration. Please note that it takes a minimum of 2-3 weeks for your social security number to be issued.
- Finally, you will return to the ISS to present your social security card so we can generate the employment verification letter.

What documents do I need to take to the Social Security Office?

Documents Check List:

- **Original BMCC I-20**
- **Valid passport**
- **I-94 card (<https://i94.chp.dhs.gov/I94/#/home>). Please print out.**
- **Proof of address**
- **Original Supervisor`s employment verification form**
- **Supervisor`s employment/ job offer letter for the Social Security Administration**
- **ISS letter for the Social Security Administration**

Social Security Office Location

123 William St 3rd Floor
New York, New York 10038

Hours:

Monday, Tuesday, Thursday, Friday
9:00 AM – 4:00 PM
Wednesday 9:00 AM – 12:00PM

Office Is Located:

On William Street Between Fulton And John.

Subway: Near The 2, 3, 4, 5, A, C, J, R, And Z Lines
As Well As The Path Trains.

Bus: M5 to Cortlandt Street or M15



You may also visit any of the other Social Security Office locations near your home (<https://secure.ssa.gov/ICON/main.jsp>).

IMPORTANT NOTICE: You may not begin work until you have an employment verification letter from the ISS.



SUPERVISOR'S EMPLOYMENT VERIFICATION FORM

Important Notes:

1. This means, the below student has met your job selection criterion and budget qualifications to be offered employment in your department.
2. The student may not work until he/she has an on-campus employment verification letter from the ISS to be attached to the Personnel employment package.

TO: Ms. Lily Yi-Elkin, Assistant Director of International & Transfer Services

FROM: _____, _____, _____
(Name of Supervisor) Please print (Department) (Phone #)

DATE: _____ / _____ / _____
E.I.N# (Employer Identification Number)

RE: _____
(Name of Student) Please print (School/ Empl. ID# or Social Security #)



The above student has been offered a part-time position as a _____
(Type of Position)

in the _____ for _____.
(Name of Department) (Numbers of Hours per Week)

The student will be employed from _____ / _____ / _____ to _____ / _____ / _____.
(Starting Date) (Ending Date)

(Supervisor's Signature)

(Print Name)

Important Notes (cont.):

3. If the student does not have a social security number, please allow 2-3 weeks for the student to obtain a social security number from the Social Security Administration.
4. On-campus verification needs to be completed each semester.
5. Remember, the student cannot begin work until the ISS issues an employment verification letter.

(see next page)



STUDENT'S REQUEST FOR EMPLOYMENT VERIFICATION

Important Notes:

1. Complete this form only if a Department Supervisor has offered you employment.
2. You may not work until you have an employment verification letter from the ISS to be attached to your Human Resources (Personnel) Employment package.

FIRST AND LAST NAME: _____

SCHOOL/Empl. ID #: _____ Social Security#: _____-_____-_____

Student's Signature

Date

IMPORTANT NOTICE: You may not begin work until you have an employment verification letter from the ISSO.

PLEASE SUBMIT THE FOLLOWING ITEMS:

- ✓ Photocopies of your passport (including the passport date of issuance and date of expiration).
- ✓ Photocopy of your electronic I-94.
- ✓ Photocopies of the front and back page of BMCC's I-20.
- ✓ Photocopy of your social security number (card) valid for employment.
- ✓ Original "Supervisor's Employment Verification Form".

***Please Note:** If you do not have a social security number, you will need a letter from the ISS to the Social Security Administration. Please allow 2-3 weeks for the processing of a social security number. Our office will prepare an employment verification letter only after the SS # has been issued.