

EMPLOYING INTERNATIONAL STUDENTS ON CAMPUS

All international student employment paperwork (I-9, child support, taxes, etc.) verifying an international student's eligibility to work on campus is processed by International Student & Scholar Services (ISSS). ISSS is located in Dragas International Center. Specific times for I-9 processing vary and can be found on our web site <www.odu.edu/issv>.

The **student** must provide the following **original documents**:

- I-20 or DS-2019
- Passport and I-94 card
- U.S. Social Security Card
- EAD (Work Authorization Card)
- Notice of Action from Immigration changing your status
- (for students changing visa status or for H visa holders)

The department must provide an original employment offer letter to the student (a graduate assistantship letter or student hourly letter) on official department letterhead with an original signature. We can not use E-IS or I08 forms for this purpose. The letter must include:

- Student's Full Name and UIN
- Name of employing department and phone number
- Name of student's direct supervisor
- Actual dates of employment
- Job title (student hourly or graduate assistantship) and wages paid
- Tuition waiver percentage (if applicable)
- Number of hours per week the student will work in this position.
(International students may work on campus for a maximum of **20** hours per week during the fall and spring semesters.)
- How the position is funded. Is the student being paid by the **Research Foundation** or the **University**?

Note: If a student has a hold on Banner which prevents registration, ISSS will not process I-9 paperwork until the hold has been satisfied.

International Student & Scholar Services
101 Dragas International Center
Old Dominion University
E-mail: intlstu@odu.edu Phone: (757) 683-6343
Web site: <http://studentaffairs.odu.edu/issv/>

EMPLOYING INTERNATIONAL STUDENTS ON CAMPUS

All international student employment paperwork (I-9, child support, taxes, etc) verifying an international student's eligibility to work on campus is processed by International Student & Scholar Services (ISSS). ISSS is located in Dragas International Center. Specific times for I-9 processing vary and can be found on our web site <www.odu.edu/iss>.

The **student** must provide the following **original documents**:

- I-20 or DS-2019
- Passport and I-94 card
- U.S. Social Security Card
- EAD (Work Authorization Card)
- Notice of Action from Immigration changing your status
- (for students changing visa status or for H visa holders)

The department must provide an original employment offer letter to the student (a graduate assistantship letter or student hourly letter) on *official department letterhead with an original signature*. **We can not use E-IS or I08 forms for this purpose. The letter must include:**

- Student's Full Name and UIN
- Name of employing department and phone number
- Name of student's direct supervisor
- Actual dates of employment
- Job title (student hourly or graduate assistantship) and wages paid
- Tuition waiver percentage (if applicable)
- Number of hours per week the student will work in this position. (International students may work on campus for a maximum of **20** hours per week during the fall and spring semesters.)
- How the position is funded. Is the student being paid by the **Research Foundation** or the **University**?

Note: If a student has a hold on Banner which prevents registration, ISSS will not process I-9 paperwork until the hold has been satisfied.

International Student & Scholar Services
101 Dragas International Center
Old Dominion University

E-mail: intlstu@odu.edu Phone: (757) 683-6343

Web site: <http://studentaffairs.odu.edu/iss/>