

# How to Hire an International Student

1. ELC students must obtain a Permission to Work Form (blue paper) and take it to the International Student and Scholarship Services (ISS) office (1351 WSC) for clearance to work.
  - a. After obtaining clearance from ISS, ELC Students can get a job via [studentjobs.byu.edu](https://studentjobs.byu.edu).
2. Once an international student is hired on a job, they will bring the SSA form (Employment Verification Letter) from their new employer to the International Office. This form can be found [here](#).
3. If the student needs a social security card, they will receive a letter from the International Office to bring to the Social Security Office.
4. International Students should come to the Student Employment Office to complete their I-9 and International Student Orientation. This process will take approximately 30 minutes.
5. All students need to provide a social security card to the Student Employment office within 30 days of filling out their I-9, otherwise they could be terminated.
6. International students must not exceed the 20-hour work limit. Exceeding the limit could result in loss of visa status, and the student may be asked to leave the United States and return to their home country.
7. The Holiday/Break Schedule, which can be found [here](#), shows all the days which students have exceptions to work over the 20-hour limit.

**PERMISSION TO WORK**  
Application for International Student Employment at BYU

Student Information:  
 Name: \_\_\_\_\_  
 ID Number: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Advisor: \_\_\_\_\_

Employer Information:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Employment Information:  
 Position: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_  
 Hours per week: \_\_\_\_\_

Signature of Student: \_\_\_\_\_  
 Signature of Employer: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ELC Students must have this blue sheet (the Permission to Work Form) from the International Office in order to be eligible to work.**

**Brigham Young University**  
Student Employment Office, 400 W. 400 N., Provo, UT 84602 (801) 425-4000 Ext. 2

To: Social Security Administration  
 Re: F-1 Student Employment Letter

The following is a student employed with Brigham Young University and will be working as an employee of the University. The student's name, address, and other information are listed below for your records.

Student Name	_____
Student ID Number	_____
Student Address	_____
Department	_____
Supervisor Name	_____
Supervisor Phone	_____

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

BYU Department: \_\_\_\_\_  
 International Student: \_\_\_\_\_

**Fill out the Employment Verification letter and give it to the recently hired International Student. They will need to report to the International office with this form in order to complete the hiring process.**

**BYU**

August 24, 2008

Social Security Administration  
 P.O. Box 4000  
 Provo, UT 84602

Re: Mary E. May Conner

This is to certify that Mary E. May Conner is an F-1 student attending Brigham Young University. She has been offered a position as an employee of the University. The employee will receive a Social Security Card and will be paid \$10.00 per hour.

Sincerely,  
 \_\_\_\_\_  
 Name of Advisor  
 Principal Designated Officer of BYU

CC: Mary E. May Conner

**The International Student will receive a letter from the International Office. They will take this letter, the blue Permission to Work form (if they are ELC), and their department form to the Social Security Administration Office in order to receive a Social Security Card.**

**Social Security Administration**  
Important Information

Social Security Administration  
SOCIAL SECURITY  
485 N. FREEDOM BLVD.  
PROVO, UT 84601-2824  
Date: June 30, 2015

7200 HELAMAN HALLS  
BUILDING 8  
PROVO, UT 84604

**SOCIAL SECURITY ADMIN.**  
485 N. FREEDOM BLVD.  
PROVO, UTAH 84601

This is a receipt to show that you applied for a Social Security card on June 30, 2015. You should have your card in about 2 weeks. Any document(s) you have submitted are being returned to you with this receipt.

If you do not receive your Social Security card within 2 weeks, please let us know. You may call, write or visit any Social Security office. If you visit an office, please bring this receipt with you. To protect your privacy, we will not disclose a Social Security number over the telephone.

The Social Security Administration is required by law to limit replacement Social Security cards to three per year and ten per lifetime. Do not carry your Social Security card with you. Keep it in a safe location, not in your wallet.

Field Office Manager

**International Students must go to the Social Security Office with all the necessary forms (i.e. their I-20 form, and a valid Passport/ I-94). They must specifically request a for a social security card.**



**Once a student is authorized to work, they can come into the Student Employment Office, WSC 2024, to fill out their I-9.**

**They will thereafter watch a 10 minute training video. International Students must watch this orientation before beginning work.**



**All students must provide a copy of their social security card within 30 days of filling out their I-9, otherwise they could lose their BYU employment.**