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

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. The student will receive a letter from the International Office to bring to the Social Security Office.

4. Students must apply for a Social Security Card before they can begin working as a student employee.
   a. Student must bring the blue form (if ELC)

5. After the student has received their Social Security Card Receipt from the Social Security Office, they should come to the Student Employment Office to complete their I-9 and International Student Orientation. This process will take approximately 45 minutes.

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.
8. Once the student has received their Social Security Card, they must return to the Student Employment Office and present the original, non-laminated card. Failure to do so will result in the termination of the student job.

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

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.

The International Student will receive this 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 International Office in order to receive a Social Security Card.
International Students must go to the Social Security Office with all the necessary forms, their I-20 form, and a valid Passport/I-94. They must specifically request a

After applying for a Social Security Card, International Students should bring their Visa/I-94, I-20, and the Receipt from the Social Security Office to the

Students will watch a 15-minute video about the 20-hour limit. This will be followed by an orientation. This process must be completed before the student can begin work.

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