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](http://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](http://example.com).
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](http://example.com), shows all the days which students have exceptions to work over the 20-hour limit.
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 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.
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.