On-campus employment allows students to work for a university office, as well as businesses at Adelphi providing direct services to students. An F-1 student may be employed as long as it does not interfere with the student’s ability to maintain status. Students may work up to 20 hours per week while school is in session and full time (40 hours) during official school holidays. Failure to comply with these terms will result in a violation of your F-1 student status.

HOW TO FIND A JOB
Visit Center for Career and Professional Development located in Nexus, Room 225
All on campus jobs are listed Handshake under job postings

STEPS TO FOLLOW ONCE HIRED
Step One
Request a Letter of Employment from hiring office which must include the following information:
Addressed to
Social Security Administration
211 Station Road 5th Floor
Mineola, N.Y. 11501
Students Name
Job Title and Description
Employment Start Date
Number of hours per week
EIN # of Employer (111630741)
Supervisor contact information including name, title and telephone number
Original Signature and on official letterhead (No email or scanned copies accepted)
Date (Letter date must be within 30 days of employment start date)

Step Two
Bring Letter of Employment to the Office of International Student Services
Paperwork will be created for your social security and payroll steps and you will be contacted once complete

Step Three
Apply for a Social Security Card in person at a local office.
Instructions will be provided to you.

Step Four
You will receive an email from the Office of Payroll at Adelphi with instructions on how to complete and submit necessary tax paperwork. You cannot complete these forms until you receive your social security number.

Step Five
Once you have completed and submitted the necessary online forms, you will receive an a response from the Payroll office.
Once forms are approved you must go to the Office of Human Resources located in Levermore, room 203 to complete the final process. Please bring your passport, visa, I-94 and I-20 with you at this time.