



INTERNATIONAL STUDENT – EMPLOYMENT PROCESS

1. Find a job on campus. Talk to your professors, the department heads, and your friends. A lot of the jobs on campus are found this way. Check the job listing posted outside the Human Resource Office and on the web site at: <http://www.asbury.edu/offices/human-resources/jobs/student>. All students who are working need to fill out a Student Employment Application. Some departments have additional applications to complete.
2. After you are hired, **but before you begin working**, come to the Human Resource Office (2nd floor Hager Administration Building, Room 208). Let them know what position you have and what the title is (for example: cafeteria worker, file clerk, custodian). You will need to fill out student employment paper work; W-4, K-4, and I-9 forms. For the I-9 form you will need to bring your Passport & I-94 form, which can be found at <https://i94.cbp.dhs.gov/i94/#/home#section>. **The Human Resources Office must verify that you have the correct documentation to work in the United States.**
3. The Human Resources will give you a “Social Security Card Documentation” form at this time.
4. Have your Supervisor complete the appropriate section of the “Social Security Card Documentation” form.
5. Take the completed “Social Security Card Documentation” form to the Fletcher-Early Building for a signature by a Designated School Official (DSO) and a letter stating that you are in good standing with the University. Mrs. Carolyn Hampton (Room 103, ext. 2166) and Mr. Paul Stephens (Room 104, ext. 2117) are DSOs.
6. Take the signed form and letter along with your passport and I-20 to: Social Security Office, 2241 Buena Vista Drive, Suite 101, Lexington, KY. Phone number: 866-530-7754
7. Get verification (receipt) from the Social Security Office showing that you have applied for your card and bring it to the Human Resource Office.
8. **When your Social Security Card arrives in the mail bring original Social Security card to the Human resource Office. You must receive your Social Security card and complete all employment paperwork before you begin working.**