

On Campus Employment Procedures:

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
- Log onto Handshake

Steps to Follow Once You Have Been Hired by a University Office

- 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.