On-Campus Employment Instructions for International Students

International students in F-1 and J-1 non-immigrant status who would like to work on campus must complete the following steps:

1. **Find an On-Campus Job:**
   - Go to the Student Employment website at [http://wellesley.edu/sfs/studentemployment](http://wellesley.edu/sfs/studentemployment)
   - Click “Find a Job” to see available jobs
   - Sign up for an account using your Wellesley email address
   - Set your own password to apply for jobs and receive notification of new jobs posted through “JobMail”

   In addition, many students find jobs informally through contacts with Faculty members, administrators or other students.

   If you have any questions about this step please contact Laura Till, Student Financial Services at x2360, or sfs@wellesley.edu.

2. **Get a Social Security Number:**

   *If you already have a social security number skip this step and go to step 3 and 4.

   *If you do not have a social security number:

   **Complete an “On-Campus Employment Form”**

   Forms are available at the Slater International Center and on our website at [http://www.wellesley.edu/international/forms_resources](http://www.wellesley.edu/international/forms_resources). Section I of this form must be completed by you. Section II of this Form must be completed by your prospective supervisor. Section III of this Form must be completed by your International Student & Scholar Advisor (ISSA). **This entire form must be completed and signed BEFORE you begin your employment.**

   **Apply for a Social Security Number**

   Instructions on “How to Obtain a Social Security Number” and “Social Security Number Applications” are available at the Slater International Center and on our website at [http://www.wellesley.edu/international/forms_resources](http://www.wellesley.edu/international/forms_resources). **It is highly recommended that you apply for a social security number BEFORE your begin your employment.**

   Once you have a social security number, you will have it for life, and you will not have to repeat this process for new employment.

   If you have any questions about this step please contact Karen Zuffante Pabon, International Student & Scholar Advisor at 781-283-2082, or kpabon@wellesley.edu.
3. **Complete the Employment Eligibility Verification Form I-9:**

- Complete this form in-person at the Student Financial Services Office located on the 1st Floor in Schneider. The office is open Monday through Friday, 8:30 am to 4:30 pm
- Bring proof of identity and citizenship (i.e. Passport, Form I-20/Form DS-2019, and Form I-94.)
- Bring your social security number (*If you do not have a social security number, you can fill in as much information as possible. You will then have 30 days from the date on your Form I-9 to report back to the Student Employment Office with your social security number.*)

If you have any questions about this step please contact Laura Till, Student Financial Services at 781-283-2360, or sfs@wellesley.edu.

4. **Complete the Direct Deposit Form:**

- Direct deposit is required for Wellesley College paychecks
- You must have a U.S. bank account for direct deposit
- The Direct Deposit Form is available at http://www.wellesley.edu/controller/forms

If you have any questions about this step contact Laura Till, Student Financial Services at 781-283-2360, or sfs@wellesley.edu.

5. **Complete the On-Line Tax Information Questionnaire:**

- Email Dorothy Koulalis at dkoulali@wellesley.edu to request a FINIS On-Line Tax Questionnaire
- Complete and submit the FINIS On-Line Tax Questionnaire
- Schedule a meeting with Dorothy Koulalis, in the Controller’s Office to review and verify your tax information
- Understand that you will be taxed on your income and that you will need to file the appropriate tax documents.

If you have questions about this step contact Dorothy Koulalis, Controller’s Office at dkoulali@wellesley.edu.