

## INTERNATIONAL STUDENTS REQUIREMENTS

The U.S. Immigration and Naturalization Service has developed policies concerning the hiring of foreign students enrolled in colleges/universities in the United States and its territories. Enrolled foreign students, with F-1 status are entitled to work for UVI only under the Non-Need Institutional Work Study and Student Wages Programs (see Employment Program). To work either part-time or full time off-campus, foreign students must obtain permission directly from the Immigration and Naturalization Service. *Refer to the international Student Information on Admission and Employment Handbook* available in the Enrollment Office for additional information.

The following additional documents are required:

I-20 (endorsed by designated school official)

Passport

Visa

Social Security Card (Process)

1. Must be offered an on-campus job

2. Job verification letter from the OSE

3. Verification letter must be endorsed by the designated school official.

Social 4. Verification letter, I-20, passport and **original** birth certificate to the Social Security Office.

5. Complete an application at the Social Security Office

6. Copy of the receipt to the OSE.

7. Social security card in the mail in about two to three (2-3) weeks.

Replace 999-??-???? with the social security number 580-??-???? at the Registrar's Office and bring a copy of the social security card to the OSE.