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INTERNATIONAL STUDENTS & SCHOLARS OFFICE

HIRING INTERNATIONAL STUDENTS

International students are not eligible for Work Study. As a result, they face a greater challenge in securing on-campus employment. For this reason, we strongly encourage you to consider adding international students to your departmental workforce. **If you have an open job posting and would like to consider hiring an international student, please submit your job posting via email to the International Students & Scholars Office (ISSO) at isso@uml.edu.**

Can you hire an international student without a Social Security number? **“YES”**

- Most international students will not have a Social Security number at the time they apply for their first on-campus job.
- Please note that It IS legally acceptable to hire an International Student without a Social Security number.
 - The only way students can obtain a Social Security number is by FIRST presenting proof of a job to the International Students & Scholars office.
 - The International Students & Scholars office then issues the student a letter to present at the Social Security office that confirms their academic standing and proof of on-campus employment.
 - You can legally permit an international student to start working for a brief temporary period until they obtain a Social Security card.
 - Students will be reminded to ask for a receipt from the Social Security office.
 - The receipt can be attached to the hiring paperwork to Human Resources to alert them that the student has a pending application for a Social Security number.
 - Based on the receipt, Human Resources will temporarily place the student on payroll. For Payroll related questions, contact Hilary_Clark@uml.edu (978-934-3534)
 - If you have questions on how to complete the student's I-9, please direct them to Helen_Gatti@uml.edu (978-934-4724) at Human Resources.
 - If the student has questions on how they will be taxed, if there is a tax treaty with their home country or on the proper way to complete their W-4, please direct them to Vanntha_Sann@uml.edu (978-934-3539). She is the Payroll & International Tax Specialist for UMass Lowell.
- It typically takes two weeks to obtain a Social Security card.

How Many Hours Per week are International Students permitted to work?

International students are permitted to work on-campus for up to 20 hours per week during the academic semester. (This is 20 hours per week in total of all combined on-campus jobs. It is not 20 hours per job.)

During UMass Lowell school vacation periods, international students are permitted to work on-campus on a full-time basis.

Any international student who asks you about off-campus work authorization, should be directed to the International Students & Scholars Office. All Off-Campus Work Authorization for international students must have the PRIOR approval of the International Students & Scholars Office and the issuance of a new Student Visa Document.