WICHITA STATE UNIVERSITY SPECIFIC GUIDELINES:

- **Enrollment Requirements**: International students must maintain enrollment of at least **12 credit hours** as undergraduates or **9 credit hours** as graduate students to be eligible for employment. For more information on student employment please go to: Regular Student Employment

- **Work Hour Restrictions**:

    o During the academic year: F-1 and J-1 students may work no more than **20 hours per week** while school is in session (including finals week), and should not exceed **40 hours per week** during break periods.

    o During the summer: Students (both international and domestic) may work **up to 40 hours per week**.

    Note: Students cannot start work until required forms are provided/verified

HIRING STEPS FOR INTERNATIONAL STUDENTS AND HIRING MANAGERS

1. **Student(s) Apply for On-Campus Employment:**

International students must first find and apply for an on-campus job at Wichita State University.

2. **Receive an Official Job Offer:**

- Once selected, the student must receive an official job offer.
- The Hiring Manager must complete the International Student Employment Verification Letter using **blue ink.**
- For information regarding Obtaining a Social Security Card please visit: Obtaining a Social Security Card

3. **Request Employment Eligibility Verification (EEV):**

- The Student must take the completed International Student Employment Verification Letter and I-94 by requesting the Employment Eligibility Verification (EEV) Letter Request

- Student must retrieve their I-94 record online via Customs and Border Protection: https://i94.cbp.dhs.gov/I94/

4. **Pick up Employment Eligibility Verification (EEV):**

After the student provides the documents, International Education will process their EEV typically within 2–4 business days. They will be contacted when it is ready for pickup at the Shocker Success Center.

     o   To locate the building, use WSU's interactive campus map

5. **Complete the Online Application for a Social Security Number:**

Once They receive their EEV, then they must complete the Social Security Number (SSN) online application: https://www.ssa.gov/ssnumber/

VERIFICATION AND ANNOTATION OF SSN IN WUHIRE

VERIFY THE SSN

The student must provide their **original** Social Security card for verification. Hiring managers must ensure the name and SSN on the card match university records.

Once the Hiring Manager has verified that the student(s) have obtained a SSN they may progress them within WuHire.

KEY RESOURCES:

- **WSU International Student Services: Obtaining a Social Security Card:** Obtaining a Social Security Card