

## Global Education Office (GEO)

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# WORKING ON CAMPUS: PROCEDURES FOR ON-CAMPUS JOBS AND ASSISTANTSHIPS

This handout explains what you must do before you can begin work, get paid, and be correctly taxed by the university.

## **Who can work on campus?**

- Students in F-1 or J-1 status are allowed to work on campus for up to 20 hours per week during fall and spring semesters (for UNM or an employer that provides services to students such as Chartwells Dining Services). Students can work more than 20 hours per week during the summer and winter vacations (maximum hours allowed is dependent on enrollment in classes, type of employment, and whether the position is a graduate assistantship or student employment).
- To get a Social Security Number students must have their employer sign the *UNM Employment Verification form* (p. 5 of this handout). Once the employer has signed this form, you **MUST** have it signed on the bottom by a GEO advisor. You must present a printed copy of this signed form when you apply for a Social Security number (instructions below)
- J-1 students must report campus employment to GEO **before** starting work and whenever they **change jobs**. A GEO advisor must record J-1 student employment in the government immigration database (SEVIS).

## **Where can I find work on campus?**

- Student employment jobs for UNM are accessed at: <https://stuemp.unm.edu/> International students are not eligible for jobs listed as “work study” jobs, but they can apply for “student employment” jobs. The UNM food service, called “Chartwells,” also offers on campus jobs to students. These are posted at: <https://www.dineoncampus.com/unm/job-opportunities>
- Graduate students looking for an **assistantship** should speak with their departments or visit the Office of Graduate Studies website at: <http://grad.unm.edu/funding> to learn about research, teaching, and project assistantships.

## **What steps do I need to take once I have a job offer?**

### **Step 1: Complete hiring information with your campus employer (Student Employment or Chartwells for campus hourly jobs) or Graduate Studies (for any type of graduate assistantship).**

- Have your hiring department complete the GEO “UNM Employment Verification Form” (attached, p. 5) along with the other hiring paperwork.
- Email the UNM Employment Verification Form to [iadvisor@unm.edu](mailto:iadvisor@unm.edu) or make an appointment to have it signed by a GEO advisor here: <https://calendly.com/unm-geo>
- Provide your passport, I-20/DS-2019, I-94 print-out, and UNM Employment Verification Form to the Student Employment Office for student employment jobs, Graduate Studies for assistantships or Chartwells for food service jobs. They will need these documents to complete your I-9 form and will give you instructions.
- Complete On-line Information in LoboWeb ([@my.unm.edu](http://my.unm.edu)):
  - **Main Menu/Personal Information/My Addresses & Directory Info:** Update your local address at all times!
  - **Employee Tab/Pay Information/Direct Deposit Allocation:** Enroll in Direct Deposit. You will need your bank account Routing Number and Account Number
  - **Employee Tab/Tax Forms/W-4 Employee’s Withholding Certificate/Form W-4:** Enter your personal information, check “Single or Married filing separately”. Skip Steps 2 and 3. You may need to have extra money withheld on line 4(c) if your country does not have a tax treaty with the US and if you do not want to owe money at the end of the year. In Step 5, sign and date the form. Once you become a tax resident (after 5 years in the US for those in F1 or J1 student status), you may want to complete this W-4 form again online at: [my.unm.edu](http://my.unm.edu) and file with the payroll office.

### **Step 2: Apply for a US Government-issued Social Security number if you do not already have one.**

- A Social Security number (SSN) is a unique number assigned to everyone who is eligible to work. This is a confidential number and should be used only for official business, such as for opening a bank account, for payroll, at government agencies, or to obtain credit. If you are working in the US, you **MUST** obtain a SSN.
- Take the signed UNM Employment Verification Form (below) along with your passport, I-20/DS-2019, and I-94 print-out to the local branch of the Social Security Administration (SSA) to apply for your SSN. Ask for a letter/receipt showing that you have applied for the SSN. Directions and appointment information is below. You will need to provide a US address for the mailing of your SSN card. It will take at least 2 weeks to arrive, so the address should be valid for at least two weeks into the future.
- If you are a new student, you must wait until 3 weeks after you have completed all GEO check in requirements to apply for the SSN card so we have time to enter your information into the system. DO NOT APPLY EARLIER OR YOU MAY HAVE TO APPLY AGAIN!
- You can call the SSA to check on the issuance of your card at 800-772-1213. If you do not receive the card within one month, and the national 800 number does not have a record of your card, return to the SSA office to ask. There is no fee for this service.

### **Step 3: Complete taxation paperwork with the UNM Payroll Department.**

- Someone from the payroll office should email you with instructions and a password to enter your information in the Foreign National Information System (FNIS) for tax withholding. If you do not receive this email, contact the Payroll office at [pay@unm.edu](mailto:pay@unm.edu). Put “International Student” in the subject line and tell them that you have begun working and have not been invited to enter your information in the FNIS system.
- When you receive your SSN, log in to the system and complete the online information. When you have completed all information in the system you will be asked to: print out the FNIS forms, sign, copy and bring these forms with your original SSN card and original passport, visa, I-20/ or DS-2019 and I-94 print out to the payroll office at 1700 Lomas NE (MSC01 1230) near the corner of Lomas and University Blvd. to complete the process.
- Find out if you can benefit from a tax treaty to have less tax taken from your monthly pay. Payroll will determine if you are treaty eligible when you bring your forms to the payroll department.

***\*\*\*If you do not complete these steps your timely pay may be in jeopardy and you may not be taxed correctly!\*\*\****

### **What else do I need to remember?**

- **Provide your Social Security card and all the required forms to the Payroll department. They will email you with instructions!** If you do not provide all of this information, you will be taxed the maximum for your income! If Social Security and Medicare taxes (FICA) were withheld from your pay before you provided all of the information, Payroll should refund the money to you in the next paycheck following completion of all forms. If not, email [pay@unm.edu](mailto:pay@unm.edu)
- **Read your pay stubs carefully each month.** To do so, log in to [my.unm.edu](http://my.unm.edu). Click on “Employee tab” then “Employee Dashboard” and “All Pay Stubs” to view your pay information.
- Please contact [pay@unm.edu](mailto:pay@unm.edu) promptly if you believe you have been taxed incorrectly or if you do not get reimbursed for FICA (Social Security and Medicare) taxes that were incorrectly withheld from your pay.
- **Renew all employment paperwork each year with your hiring department.** If you don’t, your pay may be delayed or you may be paying more taxes than you need to.
- **Complete the online tax information at the beginning of every calendar year.** You will be sent an email by Payroll to which you MUST respond. If you do not respond with the required information each year, you will not be able to benefit from a tax treaty in advance (by being taxed less in each paycheck). However, if you forget, you can still claim the benefit at the end of the year when you file your annual federal tax forms.
- **Before you leave Albuquerque, be sure to go online and update your address on [my.unm.edu](http://my.unm.edu) so Payroll can send you tax forms/reports at the end of the calendar year.** You will need these to file your taxes! If you do not receive these forms, contact [pay@unm.edu](mailto:pay@unm.edu).

# SOCIAL SECURITY ADMINISTRATION IN ALBUQUERQUE FOR F-1 AND J-1 VISA HOLDERS

During COVID closure call the SSA office to find out when they are open and the current application process!

*You must have an employment offer in order to apply for a Social Security number.*

*If you are a new student or scholar, you must wait 3 weeks after completing all check-in requirements with GEO before applying for your SSN card. You must apply for the SSN by yourself, GEO cannot apply for you.*

## Address:

500 LEAD AVE SW #100

ALBUQUERQUE, NM 87102

Local Office Phone Number: (866) 613-9961 **\*\* During COVID closure, call this number to make an appointment**

National Phone: (800) 772-1213 INFO 24 HOURS A DAY

\*People who are hearing impaired may call the toll-free number, 1-800-325-0778, between 7 a.m. and 7 p.m. Monday through Friday.

**Hours:** MONDAY, TUESDAY, THURSDAY, and FRIDAY: 9:00 AM – 4:00 PM

WEDNESDAY: 9:00 AM-12:00 NOON

SATURDAY, SUNDAY, & FEDERAL HOLIDAYS: CLOSED

**Website:** [www.socialsecurity.gov](http://www.socialsecurity.gov)

## Directions to the office via Private Transportation:

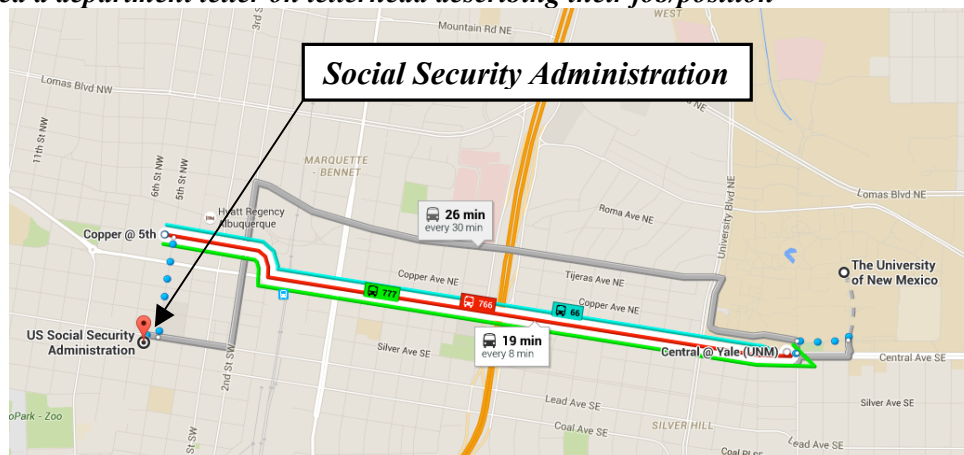
From the University, take University Blvd. south (mountains will be on your left) to Lead Ave. Turn right (west, towards the volcanos) on Lead Ave. You will go under I-25 and over the railroad. There is a paid parking structure on the east corner of 5th Ave. The Social Security office is located on the south side of the street across from the paid parking structure.

## Directions to the office via Bus:

Take the #66, #766, or #777 Bus west from the corner of Yale Blvd and Central Ave. Get off on the corner of Copper Ave. and 5th Street. The bus will not stop in front of the Social Security Administration office. You will need to walk four blocks south on 5th Street to Lead Ave where the Social Security Administration office is located. The building is between 5th Street and 6th Street on Lead Ave.

## BRING:

- **Passport**
- **I-94 (print out from [www.cbp.gov/I-94](http://www.cbp.gov/I-94))**
- **I-20 form for F1 visa holders/DS-2019 form for J1 visa holders**
- **Students need a “UNM Employment Verification Form” signed by your employer and by GEO verifying your permission to work**
- **J1 Scholars need a department letter on letterhead describing their job/position**





**UNM Employment Verification Form**  
**For F1 and J1 Students**

To Whom It May Concern:

This is evidence of on-campus employment for: \_\_\_\_\_  
(Name of F1/J1 student)

Student ID# \_\_\_\_\_ circle **STUDENT** Visa type: **F1** or **J1**

The student will be working as a \_\_\_\_\_  
(Job Title)

Start Date: \_\_\_\_\_ Number of Hours per week: \_\_\_\_\_

Employer Contact Information: University of New Mexico  
EIN#85-6000642  
Department Name: \_\_\_\_\_  
Contact Number: (505) \_\_\_\_\_  
Student's Supervisor: \_\_\_\_\_

Employer Signature (Original): \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_

***For GEO Use only:***  
The above student is enrolled in a full course of study at the University of New Mexico and is authorized to work on campus in accordance with immigration regulations at 8CFR214.2 (f) (9) (i) or 22CFR62.23 (g) (2).  
Signature of Designated School Official (DSO)/Alternate Responsible Officer (RO):  
\_\_\_\_\_  
School Code: ELP214F00205000; J1 Program Number P-1-01853