

## INTERNATIONAL STUDENT ON-CAMPUS EMPLOYMENT AT PSR

*Students with an F-1 visa can work at PSR or any of the other GTU schools. It's important to apply for open positions as early as possible once you've arrived on campus. During regular orientation week and the first week of classes there is greater competition for on-campus jobs.*

### Steps for employment:

- 1) Check student mailroom bulletin board or PSR website under 'job opportunities' for job postings.
- 2) Apply per instructions on the individual job postings.
- 3) When you have secured a job, obtain an employment paperwork packet from the PSR Personnel Office in Holbrook 206A.
- 4) Have the employment agreement completed by the supervisor of your new job. Complete your portion of the employment agreement and the rest of the employment paperwork.
- 5) Obtain an employment letter from a PSR designated school official.
- 6) Apply for a U.S. social security number by completing an application form and taking it and the following documents to the Social Security Administration office in Berkeley. You can find form SS-5, Social Security Number Application at <http://www.socialsecurity.gov/online/ss-5.html>.

Also take: unexpired passport, original visa, I-94 record showing F-1 status, student copy of I-20, employment letter from a PSR designated school official and a copy of your employment contract to the

Social Security Administration Office  
2045 Allston Way  
Berkeley, CA 94704

- 7) After you apply for a social security number, supply a copy of the letter you receive from the Social Security Administration office to the PSR Personnel Office.
- 8) If the letter indicates you will be receiving a number soon, you can begin working at PSR. If you receive a denial letter, also provide a copy to the Coordinator of International Student Support. You will not be able to work at PSR until you are able to secure a social security number. The Coordinator of International Student Support may be able to assist in obtaining one.
- 9) Once you receive your social security card, show it to staff in the PSR Personnel Office. We require this number for your payroll records.