

Foreign Student On-Campus Employment Process

Prior to starting on-campus employment, but with a verbal job offer from CUNE please follow these steps:

Read the government publication on Social Security Numbers located online:

<http://www.ssa.gov/pubs/EN-05-10096.pdf>

Fill out the SS-5 application for a Social Security Card located online:

<http://www.socialsecurity.gov/online/ss-5.pdf>

Acquire two letters (on CUNE letterhead); one letter from the department acknowledging that you have a position offered to you and details of the position, and one from Julie Johnston Hermann; PDSO for international students, acknowledging you are a CUNE student in good standing.

Visit the Social Security Office in Lincoln with the required documents and the completed SS-5 form:

100 Centennial Mall North

Room 240

Lincoln, NE 68508

(866) 593-2880

Once you receive your Social Security Card:

Visit the HR office; Weller 102 with the following documents:

-Passport -F1 Visa -Social Security Card -United States bank account verification

We will fill out the following required forms:

W-4: Employee's Withholding Allowance Certificate required by the IRS

-Due to federal regulations CUNE staff are not authorized to aid students in completing this form. Students may use outside resources such as parents, guardians or a CPA to aid in the process of completing the W-4.

I-9: Employment Eligibility Form required by the Department of Homeland Security: U.S. Citizenship and Immigration Services *only original documents will be accepted; no copies

Direct Deposit Form: All employees are required to receive their pay via direct deposit

-A blank check with VOID written on it, or direct deposit verification from your United States banking institute is also necessary

Student Employee Handbook: The handbook is provided electronically. An HR representative will review key areas when the final steps of the paperwork process is completed. The most up to date handbook is always available on the CUNE portal to reference.

After these steps are complete, on-campus employment can begin.

You may work up to 20 hours (on campus) weekly while school is in session; there is no hour limit during official CUNE holidays, including winter, spring and summer breaks for on campus jobs.

For more assistance contact: studentemployment@cune.edu