An international student with an F1 or J Visa is eligible to obtain on campus employment at Marist College. The following information summarizes some guidelines to help you through the process.

*International Students may work ONLY on campus*

Once you have found a job on campus...

You must request a letter from your supervisor on Marist College letterhead indicating employment by that particular department.

You must request a letter from the Designated School Official (DSO) located in the Registrar’s Office (DN 203) to begin the process in obtaining your social security number.

Original Documentation Must be provided to the Social Security Administration (SSA) that the student is actually authorized to work. The student should bring the letter from their supervisor and a letter from the DSO, along with their passport, I-94 card, I-20 card, and their Marist college Student I.D. card to the Social Security Office.

*International Students must receive their Social Security Number/card before they begin working on campus*

The Social Security Administration has indicated that it generally takes 2-3 weeks to receive a Social Security Card.

Once the student has acquired employment, please report to Student Financial Services with the following documentation:

- I-20 from the DSO in the Registrar’s Office
- Social Security Card
- I-94/F1/J Visa

At that time, you will be required to complete additional paperwork.

Once all required paperwork is complete, an authorized timesheet from the Payroll Office will be sent to the supervisor. The timesheet, indicating the number of hours the student has worked, must be submitted by the supervisor to the Payroll Office for processing. Receipt of a timesheet from the Payroll Office should be considered approval for the student to begin working. Students should not be working and cannot be paid until all requirements are met.

A “Student Payroll Schedule” is available in the Payroll Office or on the Internet indicates payroll periods, due dates for time sheets, and pay dates.

**Restrictions on Employment...**

During the Fall and Spring semesters, our college policy limits students to work up to 20 hours per week. There are no exceptions to this policy. Students are only permitted to work 40 hours per week during the following breaks/weeks. Please adhere to start and end dates of the weeks below regarding a 40 hour work week. Students are not permitted to work 40 hours per week during Thanksgiving break or any other break other than indicated below.


Spring Break: March 14-March 22, 2015

Homeland Security regulations require full-time student to maintain your F-1 or J status. Exceptions must be approved before dropping below full time status by the DSO.
While working in the United States, you may be subject to both Federal and State taxes. If you are from a country that has a tax treaty with the United States, that exempts you from full or partial tax withholdings (for example, the People’s Republic of China, Egypt, and Belgium), do not complete Form W-4 (Employee Withholdings Allowance Certificate). Instead, you must bring your treaty letter or IT-2104 and complete Form 8233 (Exemption from Withholdings on Compensation a Nonresident Alien Individual) to the Payroll Office. If your home country does not have a tax treaty with the United States that allows you to claim an exempt status from tax withholdings, you must complete a W-4 Form, IT-2104, and I-9 Form. You may obtain these forms at Student Financial Services. These forms must be completed each calendar year in order to claim exempt status and must be accompanied by a copy of your passport, Visa, and I-20. To remain exempt status, a new form must be filled out each January.

Some tax treaties have a limit on the earnings that can be exempt from taxes. Your country’s treaty letter will identify this amount. The Payroll Office will notify you when your earnings have reached a limit allowed by the tax treaty between your country and the United States.

If you have been in the United States for less than five years and have an F-1 or J-1 status, you are exempt from FICA (Social Security tax).

Each year you are required by law to file a 1040NR or 1040NR-EZ tax return and Form 8843 with the Internal Revenue Service (IRS). These forms may be obtained online www.irs.gov or by calling the IRS at 1-800-829-3676.

During the month of March, the International Student Orientation Coordinator and the DSO conduct a seminar to help with filling out and filing of the IRS Forms. Notification will be sent to you via email.

Failure to file these forms is a violation of United States law and may jeopardize your future status in the United States.

If you have any questions regarding employment at Marist College or require additional assistance, contact the Assistant Director of Student Employment. If you are unsure or need additional information regarding your tax status, contact the Director of Payroll.

The following publications, which will assist you with your tax status, are available to you from the IRS: Publication 515 Withholding of Taxes on Nonresident Aliens.

- Publication 901 U.S. Tax Treaties
- Publication 597 U.S. Canada Tax Treaty
- Publication 519 U.S. Tax Guide for Aliens

These publications may be obtained by calling the IRS. You may also request these publications through the WEB: www.irs.ustreas.gov/basic/forms. For any immigration issues visit: www.immigration.gov

Social Security Office:
191 Main Street
Poughkeepsie, NY
(845) 452-3584
The office hours are Monday through Friday, 9am to 4pm. (Closed on National Holidays).
Toll Free Phone Number: 1-800-772-1213
Web Address: www.ssa.gov

Student Employment Office:
Donnelly Hall 200
Erica Leman
Assistant Director of Student Employment
845-575-3230

Payroll Office:
Donnelly Hall 214
845-575-3223

Registrar’s Office:
Donnelly Hall 203
(845) 575-3250