

Information about On Campus Jobs, Getting a Social Security Number*, and Getting a Driver's License* (*with an International Student Visa)

On Campus Jobs

Who can work on campus?

IEP students who are residents of the United States or who have F-1 visas may work at the university. If you have sent an application to change your visa status to F-1 but you have not yet received the new visa, you are not allowed to work until your change of status is official.

How do I find a job?

1. Go to <http://www.gsu.edu/~wwwcjs/> from a computer on campus.

- Click on MonsterTrak.com on the right.
- Click on "Jobs and Internships"
- The next screen will request information to narrow the search. Under Job Type, select, "Part-time", under Location, select "Georgia", under Limit Jobs Searched, select "on-campus non-work study".
- Click on "Search"

A list of job openings with descriptions, salaries, and contact information will appear. Some of the announcements require that you complete an application at the Employment Office (3rd floor, One Park Place, 404-651-3330).

2. Go to an orientation given by GSU's Career and Job Search Services. They will help you register and get access to more job listings on the Internet. See <http://www.gsu.edu/~wwwcjs/> for this semester's orientation schedule.

3. Go to different places on campus and ask about jobs.

Many jobs on campus are found this way! Here are some places where IEP students might find jobs:

- Georgia State Bookstore (2nd floor, University Center). Jobs at the bookstore are usually not posted. Go to the bookstore and ask about job openings at the information desk to the left of the entrance.
- Georgia State Computer Services (106 Library South). Ask at the help desk about positions working in the computer labs at Georgia State.
- Library (1st floor, Library North). Go to the circulation desk in the library and ask for the Student Assistant Vacancy Notebook. This notebook contains information about current job openings, including a description of duties and contact information. Applications are also in the notebook.
- Child Development Center (1st floor, Alumni Hall). Students work as assistants in a daycare center for the children of students and employees at Georgia State.
- Campus Police (1st floor, One Park Place, entrance is outside the building across from Woodruff Park). Georgia State Police hire assistants to escort Georgia State students around campus and to perform other functions, such as locking and unlocking doors.
- Recreational Services (Room 245, Recreation Center). Students work as assistants at the desk and in other positions.

- AAA Parking (233 Peachtree Street, Suite 701, Harris Tower, near Hard Rock Café), 404-525-5959). This company operates the parking lots at Georgia State and employs people to collect money in the booths at the entrance. **IMPORTANT:** F-1 students are allowed to work at the university only, so you must tell the company that you can only work at the Georgia State parking lots.
- Georgia State Student Center Administrative Office (Room 460, Student Center). The administrative office hires assistants to help in many different positions (information desk, setting up rooms with tables and chairs, etc.)
- Georgia State Student Center. There are many student service offices located in the Student Center, and the offices post job announcements on the bulletin boards in front of each office. Walk through the building and look for Help Wanted signs.

4. Go more than once to ask about job openings.

You never know when a position may become available. The beginning of the semester is an especially difficult time to find a job, so if they don't have openings the first time, go back after a couple of weeks or a month.

5. Network.

Ask your friends or any student employees you see around campus how they found their jobs.

6. Ask questions.

Application procedures may vary from department to department, so ask them what you need to do.

F-1 Visa Students Only

What important information do I need to know?

1. While you are a student in the IEP, you are allowed to work at the university only. You are not allowed to work off-campus. When you enter degree studies at the university, you may work off-campus within your educational field for a specified amount of time. An F-1 advisor in International Student and Scholar Services (10 Park Place, Suite 500) can give you complete information about work eligibility.
2. You are allowed to work up to 20 hours per week while you are a full-time IEP student. During holidays, you may work up to 40 hours per week. During summer semester, if you are a part-time student or if you are taking a vacation, you may work up to 40 hours per week.

Getting a Social Security Number

Q. What is the purpose of a Social Security Number (SSN)?

A. A SSN is given only to someone who is legally permitted to accept employment in the U.S. Employers use the SSN to record social security benefits. Although students will have other unofficial requests for a social security number, the only legal use is for an employer to pay an individual. For additional information visit the Social Security Administration (SSA) website at: <http://www.ssa.gov/>

Q. Do I need a SSN?

A. **NO**, not unless you obtained an offer for on-campus employment or obtained any other work authorization from the Citizenship & Immigration Services (CIS).

Q. Will my spouse and children need SSN numbers?

A. In general, a spouse and children on dependant visas are not allowed to work therefore they would not need a SSN. Only J-2 status dependants with work authorization would need to apply for a SSN.

Q. Where do I apply for SSN number?

A. The closest location is at: Social Security Administration Office
401 W. Peachtree Street, Suite 2860
Peachtree Summit Federal Building
Civic Center Station
8:30 am - 3:30 pm (closed holidays)
(404) 331-4155 or (800) 772-1213

Find other Social Security Offices in Atlanta at: <http://s3abaca.ssa.gov/pro/foi/foi-home.html>

Q. When should I apply?

A. You should apply for a SSN as soon as you have obtained an offer for employment or work authorization from the Citizenship & Immigration Services (CIS).

Q. What is the process to get a SSN and how long does it take to get?

A. You **must** wait ten business days after entering the U.S. **and** request a letter verifying your immigration status from International Student & Scholar Services before you apply for an SSN **and** have proof of employment. After applying for the SSN it will take approximately 10 days to receive the card. You can call 1-800-772-1213 after 3-4 workdays and ask for the number.

Q. Do I need a number before I can be employed in the U.S.?

A. Any person who will be employed in the U.S. **must** obtain a SSN. However, if you've applied for an SSN and want to begin working at GSU immediately, the GSU Human Resources office will process your paperwork with a receipt of your SSN application. A student who is entering the U.S. for the first time will need to bring their I-20 and I-94 card to the Human Resources Department, located on the 3rd floor of the One Park Place South Building, to begin employment. When the SSN card arrives the student will need to bring it to Human Resources in order to begin receiving payment.

Q. What if I have been given a student ID number by GSU? Do I still need a SSN ? Do I have to change my ID number?

A. A student ID number issued by the IEP Admissions Office (such as S00-12-3456) is not an SSN. You must only apply for a Government-issued number if you have obtained some type of work authorization. You do not have to change your student ID number to the SSN however;

using two different ID numbers could cause confusion with your records. Notify the Registrar's office if you would like to use your SSN.

Q. What do I need to open a bank account?

A. It depends on the bank. Many Atlanta banks will allow you to open an account without a number although you may need to verify additional information. If you run into problems, come see an International Student Advisor in International Student & Scholar Services, or in the IEP.

Q. What do I need to have with me when I apply for a SSN?

A. Complete Form SS-5, available on the Social Security Administration (SSA) website at: <http://www.ssa.gov/online/ss-5.html> or at International Student & Scholar Services. In addition you will need your passport, I-94 and the following:

- **F-1 students:** Student copy of valid I-20 Form, employment verification and a letter stating that you are eligible to work on campus from International Student & Scholar Services.
If you are told that your admission number/I-94 number has not been put in the "system/database", the SSA representative should make photocopies of all your documents, and give you a receipt. If you are told to come back or go to Citizenship & Immigration Services (CIS), kindly request that the representative make copies of your documents and send them to LOSISV Unit for verification. If this happens, the SSA office has indicated that it can take up to 90 days to receive your social security number.
- **J-1 students:** DS-2019 form **plus** work authorization letter from your sponsor.
- **J-1 scholars or researchers:** DS-2019 and a letter of employment from the employer
- **J-2 students:** DS-2019 for the J-1 student/scholar and J-2 dependant **plus** EAD (Employment Authorization Document) from CIS.
- **H-1 students:** Copy of Form I-797 showing INS approval of H-1 petition.

Note: Persons with F-2, H-4, B-1, or B-2 status may not be employed and cannot obtain a SSN.

Driving with an International Student Visa

1. Driving with an international license in the State of Georgia

An international student DOES NOT NEED TO GET A GEORGIA DRIVER'S LICENSE if 1) you have a valid driver's license from your home country, 2) are registered for classes as a student in a school in Georgia, and 3) have paid your tuition this semester. *If you choose to not get a driver's license, be aware that your insurance premiums will likely be higher, and the average police officer may not be aware of the legal exemption for international students.*

- The foreign driver's license
- your student ID card or proof of registration
- Proof of payment of tuition for that term/semester, and
- A copy of this particular citation from the (Official Code of Georgia) annotated (O.C.G.A.), page 147 of Title 40 (Provided below)

From the Official Code of Georgia (O.C.G.A.), page 147 of Title 40:

40-5-21(b) O.C.G.A.

(b) Notwithstanding any contrary provisions of Code Section 40-5-20 or subsection (a) of this Code section, a nonresident of this state who is attending a school in this state shall be exempt from the driver's licensing requirements of this chapter if and only if:

(1) He or she is at least 16 years of age and has in his or her immediate possession a valid license issued to him or her in his or her home state or country; provided, however, that any restrictions which would apply to a Georgia driver's license as a matter of law would apply to the privilege afforded to the out-of-state license; and

(2) He or she is currently enrolled in a school in this state, has paid for the current period of enrollment the tuition charged by the school to nonresidents of Georgia, and has in his or her possession proof of payment of such tuition for such current period of enrollment.

2. Getting a Georgia Driver's License

If you still want to get a driver's license, then there are several steps to follow. The closest Driver's License Customer Service Center to downtown is the South DeKalb Center located at 2801 Candler Road, Decatur, GA 30034. However, go to the Department of Driver Services (DDS) website (www.dds.ga.gov) to find the most convenient location for you. All locations are open Tuesday-Saturday from 9am to 5pm). Note that they are closed on Mondays, and Tuesdays are normally very busy. Please also note that there are often very long waits at the driver's license office. Be prepared to stay several hours there.

- Beginning January 1, 2003, no person may be issued a Georgia driver's license or identification card without providing a social security number at the time of issuance. Since F-1 students cannot have a SS#, this is confusing.
- For those in the country legally but without a social security number, you need to obtain a Form SSAL676 from a local Social Security Administration office before visiting a Department of Driver Services customer service center to apply for a driver's license.
- After obtaining the form, the individual may bring it to any Customer Service Center and begin the driver's license application process. The individual must have the necessary documentation including a valid passport or valid I-94 permit, proof of Georgia residency and must surrender a foreign driver's license (if applicable).
- See handout "Getting a Social Security Number (SS#)"

Applying for the Driver's License:

1. You must apply for a social security number. You will be denied. They will give you the form **Form SSAL676 'SSN CARD DENIAL NOTICE'** that states you cannot have a SS#. (See above and the Social Security Number handout for instructions.)
2. You must take the following to the Department of Driver Services:
 - a. the form SSAL676 (form denying the SS#) from the SS Office.
 - b. your passport, I-20 and I-94, and a letter from the IEP that states you are a student in the program
 - c. and ONE of the following as proof of residence address:
 - i. Utility bill with valid Georgia residence address
 - ii. Bank statement with valid Georgia residence address
 - iii. Rental contracts and or receipts
 - iv. Employee Verification (most students will not have this)

v. Non-expired Georgia driver's license, permit or identification card issued to parent, guardian or spouse

d. \$20 cash

3. You will be asked to surrender all foreign drivers' licenses before you are issued a Georgia license. If you do not have a license from your home country, then you will have to take both the road and written tests, which are waived if you give up your home country license. However, all applicants are subject to taking the eye exam.