**5 Guidelines for Hiring International Students:**

NOTE\*\* : F-1 and J-1 students cannot work more than 20 hours per week on campus per immigration regulations. Per Butler requirements, all students (unless they are seniors or graduate students) cannot work more than 16 hours per week.

1. **Students must find and be offered employment first, in order to obtain a letter from their supervisor BEFORE they can receive a social security card.**
   1. This letter template is on the web at [www.butler.edu/international](http://www.butler.edu/international) under the forms tab "sample language for social security letter”. The social security number usually takes 7-10 days.
   2. The International Student Services office will then write the student a second letter.
2. **Students must fill an authorization form (also known as the “purple form”)** to be filed with their hiring papers which states that the documents that are usually copied for their I-9 are in the international office.
   1. The International Student Services Office is the only entity that can confirm that an international student has permission to work.
   2. The “purple form” must be signed off by the International Student Services office, Career and Professional Success office (new Lacy Building Rm 102), and Human Resources (JH 034).

3. **Students must** **print out and** **complete the social security card application** (<http://www.ssa.gov/online/ss-5.pdf>)

4. **The student must then take the 2 letters, I-20/DS-2019, I-94 card, passport, student ID, and completed application to the social security office**. Here are two locations:

* Monday – Friday 9:00am – 4:00pm

575 N Pennsylvania Street, Room 685

Indianapolis, IN 46204

* Monday – Friday 9:00am – 4:00pm

4271 Lafayette Road

Indianapolis, IN 46254

5. **Once the student has a receipt as proof of their visit to the social security office, only then can the student begin New Hire Paperwork (I-9, W4, WH-4, etc.) and the eHire process. The student must bring the receipt to CAPS office or Human Resources, along with a photo ID.**

* Students are then responsible for visiting CAPS office or HR once the student receives their official social security card in the mail so a copy can be made.

Point of contact for further questions:

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