

WORKING ON CAMPUS: PROCEDURES FOR ON-CAMPUS JOBS AND ASSISTANTSHIPS

Do you want to work on campus? Do you have a graduate assistantship or student job? This handout will explain the procedures you must complete before you can begin work, get paid, and be correctly taxed by the university.

Who can work on campus?

- Students in F-1 or J-1 status are allowed to work on campus for up to 20 hours per week during fall and spring semesters and up to 40 hours per week during the winter and summer breaks (provided that the student will enroll in classes the following semester).
- F-1 students do not need any special permission from GEO to work on campus. However, they must come to GEO to get the “UNM Employment Verification form” (p. 5) signed if they do not have a US Social Security number (SSN).
- J-1 students must report campus employment to GEO *before* starting work and whenever they *change jobs*. A GEO advisor must record J-1 student employment in the government immigration database.

Where can I find work on campus?

- Student employment jobs are posted at: UNMjobs.unm.edu. International students are not eligible for federal or state “work study” jobs (listed as “W/S”), but they can apply for student employment jobs (listed as “SE”). Graduate students looking for an assistantship should speak with their departments or visit the Office of Graduate Studies website at: <http://grad.unm.edu/funding> to learn about research, teaching, and project assistantships.

What steps do I need to take once I have a job offer?

Step 1: Complete hiring paperwork with Student Employment (for campus jobs) or Graduate Studies (for any type of graduate assistantship).

- Have your hiring department complete the GEO “UNM Employment Verification Form” (attached, p. 5) along with the other hiring paperwork.
- Return the completed UNM Employment Verification Form to GEO, and have it signed by a GEO advisor during walk-in hours (M-F 1:00 – 3:00 pm, and Monday and Thursday 10:00 am to 12:00).
- Bring your passport, I-20/DS-2019, I-94 print-out, and UNM Employment Verification Form to the Student Employment Office located in Student Services Center One Stop Office (if your job is on-campus) or to Graduate Studies (Humanities Bldg.) if you have a graduate assistantship. You will be required to complete the employment paperwork including:
 - The employee demographic form
 - W-4 form
 - I-9 form
 - Direct deposit: UNM employees must be enrolled in Direct Deposit. In order to set your Direct Deposit please go to www.payroll.unm.edu under the “My Pay” tab to get more detailed instructions on how to set direct deposits.

Student Employment or Graduate Studies may copy the UNM Employment Verification, but make sure you keep the original, as the Social Security Administration will require the original document to issue you a Social Security number.

- The W-4 form is confusing for international students because it does not contain options that pertain to the taxing of non-residents. International students are usually taxed as non-residents for the first 5 years in the US. On the W-4 form write “1” for the number of exemptions and “single” under marital status, regardless of whether you are actually married. Once you become a tax resident, you may want to go complete this W-4 form again online at: my.unm.edu.

Step 2: Apply for a US Government-issued Social Security number if you do not already have one.

- A Social Security number (SSN) is a unique number assigned to all US citizens and to foreign nationals who are eligible to work. This is a confidential number and should be used only for official business, such as for opening a bank account, for payroll, at government agencies, or to obtain credit. If you are working in the US, you **MUST** obtain a SSN.
- Take the signed UNM Employment Verification Form along with your passport, I-20/DS-2019, and I-94 print-out to the local branch of the Social Security Administration (SSA) and apply for your SSN. Ask for a letter/receipt showing that you have applied for the SSN. Directions to the local SSA branch are attached to this handout. You will also need to provide a US address for the mailing of your SSN card. It will take at least 2 weeks to arrive, so the address should be valid for at least two weeks into the future.
- You must wait until 10 days after you have completed all GEO check in requirements to apply for the SSN card so we have time to enter your information into the system. DO NOT GO EARLIER OR YOU MAY HAVE TO RETURN AGAIN!
- You can call the SSA to check on the issuance of your card at 800-772-1213. If you do not receive the card within one month, and the national 800 number does not have a record of your card, return to the SSA office to inquire. There is no fee for this service.

Step 3: Complete taxation paperwork with the UNM Payroll Department.

- Email Cheryl Maturino in the Payroll office at cmaturino@unm.edu. Cheryl will send you an email that will contain an address and password for the International Tax Navigator online tax compliance system.
- When you receive your SSN, log in to the system and complete the online information. Once you have completed all information in the system, print out the information, sign it, copy it and bring it with your original SSN card and copies of your passport, visa, I-20/DS-2019 and I-94 print out to the payroll office at 1700 Lomas NE (MSC01 1230) near the corner of Lomas and University Blvd. to complete the process.
- Find out if you can benefit from a tax treaty. If there is a tax treaty between your country and the US, you must complete IRS form 8233 to benefit from the treaty in your monthly paycheck. If there is a treaty benefit that requires form 8233, it will download from Payroll's online system when you complete the online process. If a tax treaty benefit is possible and the form has not downloaded, Payroll will contact you about filling out the proper treaty forms.

******If you do not complete these steps your pay will STOP!******

What else do I need to remember?

- **Provide your Social Security card and all the required forms to the Payroll department.** If you do not provide all of this information, you will be taxed the maximum for your income! If Social Security and Medicare taxes (FICA) were withheld from your pay before you provided all of the information, Payroll should refund the money to you in the next paycheck following completion of all forms. If not, email cmaturino@unm.edu.
- **Read your pay stubs carefully each month.** To do so, log in to my.unm.edu. Click on "Employee Life," then "Lobo Web," then "Employee," then "Pay Information," then "Pay Stub" to find the information. Please contact Cheryl Maturino at cmaturino@unm.edu promptly if you believe you have been taxed incorrectly or if you do not get reimbursed for FICA (Social Security and Medicare) taxes that were incorrectly withheld from your pay.
- **Renew all employment paperwork each year with your hiring department.** If you don't, your pay will be delayed.
- **Complete the online tax information at the beginning of every calendar year.** You will be sent an email by Payroll to which you **MUST** respond. If you do not respond with the required information each year, you will not be able to benefit from a tax treaty in advance (by being taxed less in each paycheck). However, if you forget, you can still claim the benefit at the end of the year when you file your annual federal tax forms.
- **Before you leave Albuquerque, be sure to go online and update your address on my.unm.edu so Payroll can send you tax forms/reports at the end of the calendar year.** You will need these to file your taxes! If you do not receive these forms, contact cmaturino@unm.edu.



SOCIAL SECURITY ADMINISTRATION IN **ALBUQUERQUE** **FOR F-1 AND J-1 STUDENTS**

Global Education Office (GEO)
2120 Mesa Vista Hall
MSC06 3850 1 University of New Mexico
Albuquerque, NM 87131-0001
Phone (505) 277-4032 ♦ Fax (505) 277-1867
Email geo@unm.edu
Web: <http://geo.unm.edu/>

*You must have an employment offer in order to apply for a Social Security number.
You must wait 10 days after completing all check-in requirements with GEO before applying for your SSN card. You must apply for the SSN in person, GEO cannot apply for you.*

Address:

500 LEAD AVE SW #100
ALBUQUERQUE, NM 87102

Phone: (800) 772-1213 INFO 24 HOURS A DAY

*People who are hearing impaired may call the toll-free number, 1-800-325-0778, between 7 a.m. and 7 p.m. Monday through Friday.

Hours: MONDAY, TUESDAY, THURSDAY, FRIDAY: 9:00 AM – 4:00 PM
WEDNESDAY: 9:00 AM-12:00 NOON
SATURDAY, SUNDAY, & FEDERAL HOLIDAYS: CLOSED

Website: www.socialsecurity.gov

Directions to the office via Private Transportation:

From the University, take University Blvd. south (mountains will be on your left) to Lead Ave. Turn right (west, towards the volcanos) on Lead Ave. You will go under I-25 and over the railroad. There is a paid parking structure on the east corner of 5th Ave. The Social Security office is located on the south side of the street across from the paid parking structure.

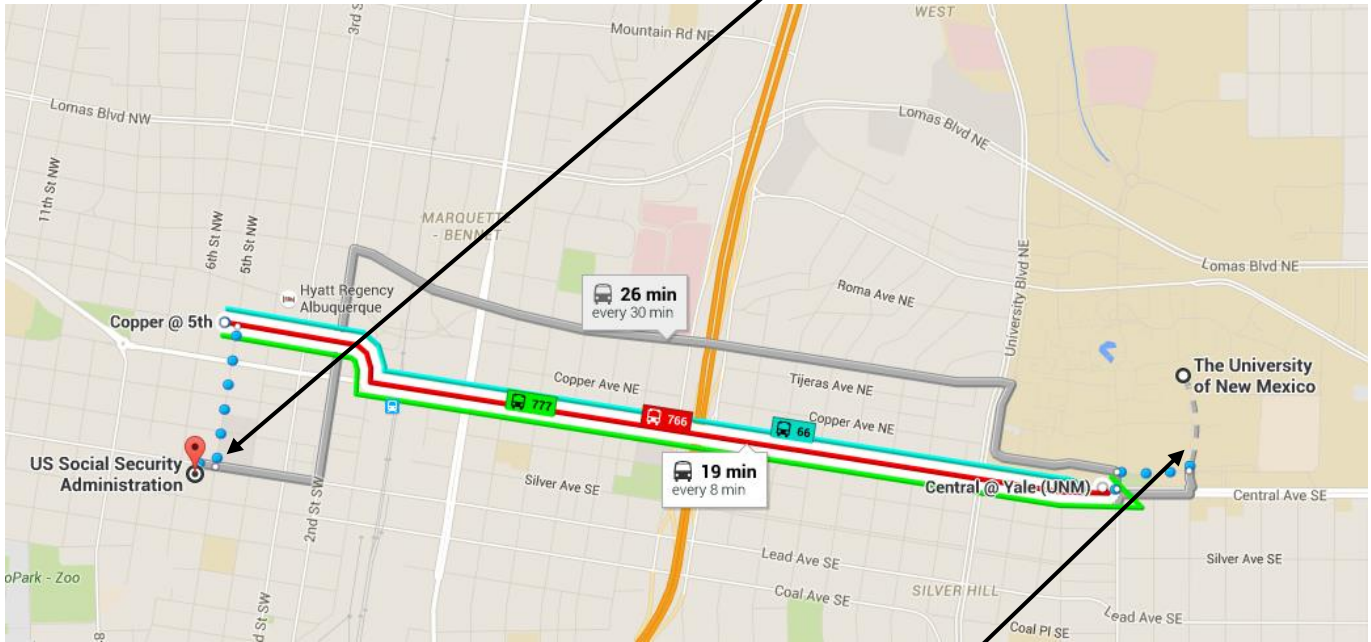
Directions to the office via Bus:

Take the #66, #766, or #777 Bus west from the corner of Yale Blvd and Central Ave. Get off on the corner of Copper Ave. and 5th Street. The bus will not stop in front of the Social Security Administration office. You will need to walk four blocks south on 5th Street to Lead Ave where the Social Security Administration office is located. The building is between 5th Street and 6th Street on Lead Ave.

****WHEN YOU GO, BRING YOUR****

- Passport
- I-94 (print out from www.cbp.gov/I-94)
- I-20 form for F1 Students/DS-2019 form for J1
- “UNM Employment Verification Form” signed by your employer and by GEO verifying your permission to work

Social Security Administration



University of New Mexico



UNM Employment Verification Form

To Whom It May Concern:

This is evidence of on-campus employment for: _____
(Name of F1/J1 student)

Student ID# _____ circle **STUDENT** Visa type: **F1** or **J1**

The student will be working as a _____
(Job Title)

Start Date: _____ Number of Hours per week: _____

Employer Contact Information: University of New Mexico
EIN#85-6000642

Department Name: _____

Contact Number: (505) _____

Student's Supervisor: _____

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____

For GEO Use only:

The above student is enrolled in a full course of study at the University of New Mexico and is authorized to work on campus in accordance with immigration regulations at 8CFR214.2 (f) (9) (i) or 22CFR62.23 (g) (2).

Signature of Designated School Official (DSO)/Alternate Responsible Officer (RO):

School Code: ELP214F00205000; J1 Program Number P-1-01853