

Steps to Working On Campus

There are several steps to working while being an International Student at UWF. When you have received a job offer from an on-campus work site, have your prospective supervisor write a letter to you with the following information: your position and its responsibilities, your hours, and your supervisor's contact information.

Sample Letter: The Business Department is hiring Stevie Student as a Student Assistant, starting 10/1/2006. Stevie will be working up to 20 hours a week. If you have any questions, please contact Jane Doe, Office Manager at 474-2000.

Make an appointment with your International Student Advisor by calling 474-2479, and bring the letter with you to the appointment.

The International Student Advisor will write a letter for you to bring to the Social Security Administration Office located at 411 W Garden St, Pensacola, FL. Their telephone number is (850) 434-5488.

The Social Security Administration officer with whom you meet will issue you with a social security number. A social security card will be issued for you, too, but that may take up to 2 weeks to arrive at your address.



When your social security number has been issued, return to the International Student Office, and a packet will be compiled including copies of your I-20/DS-2019, passport, I-94, and a letter from the International Student Advisor authorizing you to work on campus. These documents are sent to Payroll. If any of these steps are omitted, you will not be paid.

Remember, International Students are entitled to work for up to 20 hours per week during semester, and up to but not exceeding 40 hours per week between semesters or during breaks.

If you are ever in doubt of your employment status, contact your International Student Advisor.