

# On-Campus Employment Steps for F-1 International Students

## Step 1. Apply a position in SECE (<https://sece.its.hawaii.edu/sece/>)

If you are not able to see positions in SECE, you need an override from Human Resources(HR) if you are qualified to work on campus by sending your Star transcript to [kapcchr@hawaii.edu](mailto:kapcchr@hawaii.edu)

## Step 2. Complete 'On-Campus Employment Verification Form' (skip if you already have SSN) And 'Application to Accept On-campus Employment for F-1 Students'

On-Campus Employment Verification Form (skip if you already have SSN)

Section 1 - Your information

Section 2 - Employer information (needs to be filled from your employer)

Section 3 - DSO information (needs to be filled by HIC staff)

Application to Accept On-campus Employment for F-1 Students

Section 1 - Your information

Section 2 - Needs to be filled by HIC staff

## Step 3. Social Security Office to apply for a SSN (skip if you already have SSN)

Present the following documents:

- a. Valid passport (original)
- b. I-94 Form (<https://i94.cbp.dhs.gov/I94/#/home>)
- c. SEVIS I-20 (original)
- d. Completed On-Campus Employment Verification Form (from Step 2)

## Step 4. Prepare required documents from 'Human Resources Student Employment Checklist'

Prepare white areas under International Student on F-1 Visa Payroll #FF3

- a. I-9, Employment Eligibility Verification (SECE)
- b. Multi-Factor Authentication
- c. General Confidentiality Agreement
- d. UH Information Security Awareness Training Certification
- e. Title IX Training by Campus Clarity
- f. Copy of Social Security Card
- g. Copy of Passport Page with Picture
- h. Copy of Front and Back of I-20 Form
- i. Copy of I-94 Number
- j. Application to Accept On-Campus Employment for F-1 (from Step 2)

## Step 5. Make an appointment to submit all hiring documents to HR

Send an email [kapcchr@hawaii.edu](mailto:kapcchr@hawaii.edu) to make an appointment with HR



**APPLICATION TO ACCEPT ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SS #: \_\_\_\_\_

Major: \_\_\_\_\_

Cum GPA: \_\_\_\_\_

First Application

# of credits this semester: \_\_\_\_\_

Renewal Application

Based on Economic need: \_\_\_\_\_

It is your responsibility to maintain a full course of study and carry a minimum CUM GPA of 2.0 or above. You may work full-time during school vacation periods. The International Student Counselor reserves the right to rescind this work permit if you do not follow the above conditions.



**THIS SECTION TO BE COMPLETED BY INTERNATIONAL STUDENT STAFF**

Your application to work on campus has been approved from \_\_\_\_\_ till the duration of status as an F-1 student. Please call 808-734-9312 if you have any questions.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

**On-Campus Employment Verification**  
**Used by F-1 Students to Apply for a Social Security Number**

**NOTE to Employers:** This verification must be printed on official employer letterhead and contain the employer's original signature. If employer is a Designated School Official authorized by DHS, employment verification must come from another department in the school, such as the Student Employment and Cooperative Education Office.

To the Social Security Administration:

This is evidence of on-campus employment for: \_\_\_\_\_  
(Name of F-1 student)

Nature of student's job (i.e., library aide, research assistant, etc.):  
\_\_\_\_\_

Start date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Employer contact information: 99-600354F  
(Employer Identification Number (EIN))

\_\_\_\_\_  
(Employer Telephone Number)

\_\_\_\_\_  
(Student's Immediate Supervisor)

Employer Signature (original): \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE to DSOs:** If the employer is the school attended by the student, then sign below. If the employer is **not** the school attended by the student (i.e., student is employed by Subway), do **not** sign below – instead, the DSO must complete a separate “DSO Certification Letter of On-Campus Employment”.

\_\_\_\_\_  
Designated School Official (DSO) Signature (original) in International Student Services

\_\_\_\_\_  
Typed or printed name of DSO in International Student Services

Telephone #: 808-734-9312

**Working While Awaiting an SSN**

An F-1 and J-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.

**UNIVERSITY OF HAWAII**  
**KAPI'OLANI COMMUNITY COLLEGE**  
 Paul S. Honda international Center (HIC)  
 'Iliahi 107, 4303 Diamond Head Rd, Honolulu, HI 96816  
 Phone: (808) 734-9312 FAX: (808) 734-9454  
 Email: [hic@hawaii.edu](mailto:hic@hawaii.edu)

**How to Obtain a Social Security Number (SSN) and  
 State of Hawai'i Identification Card/Driver's License**

Social Security Number	Hawai'i State ID Card/Driver's License
<p>1. <b>Office hours:</b> 8:30 a.m. - 3:30 p.m.            (Hours may vary. Check before you visit)</p> <p>2. <b>Present the following documents:</b></p> <p>a. Valid passport (original)</p> <p>b. I-94 Form            (<a href="https://i94.cbp.dhs.gov/I94/#/home">https://i94.cbp.dhs.gov/I94/#/home</a>)</p> <p>c. SEVIS I-20 (original)</p> <p>d. Proof of employment:</p> <ul style="list-style-type: none"> <li>● <b>Off-Campus Employment:</b> <ul style="list-style-type: none"> <li>* OPT (You need an EAD card)                If you are applying for OPT, select to have USCIS create a SSN</li> <li>* CPT (show page 2. of SEVIS I-20)</li> </ul> </li> <li>● <b>On-Campus Employment:</b> <ul style="list-style-type: none"> <li>* On-Campus Employment Verification Form</li> </ul> </li> </ul> <p style="background-color: yellow; text-align: center;"><b>*You cannot get a SSN # without a job*</b></p> <p>You may receive a SSN # in approximately 2-4 weeks.</p>	<p>1. <b>Office hours:</b> 8:00am - 4:00pm. (M - F)            (Hours may vary. Check before you visit)</p> <p>2. <b>Present the following documents:</b></p> <p>a. Social Security Card            * If you do not have a job, obtain a letter from the Social Security Office which states you are not eligible for a Social Security Card</p> <p>b. Valid passport (original)</p> <p>c. I-94 Form            (<a href="https://i94.cbp.dhs.gov/I94/#/home">https://i94.cbp.dhs.gov/I94/#/home</a>)</p> <p>d. SEVIS I-20 (original)</p> <p>e. 2 documents of proof of residency in Hawai'i</p> <p>f. \$5.00 cash only</p> <p>You will be fingerprinted and photographed and a temporary identification card will be issued to you immediately.</p> <p>It is highly recommended to schedule an appointment at: <a href="https://aloha.honolulu.gov/?0">https://aloha.honolulu.gov/?0</a></p>

<p><b>Social Security Office</b>            Prince Kuhio Federal Building            300 Ala Moana Blvd            Room 1-114 Fed Bldg            Honolulu, HI 96813            TEL: 1-800-722-1213</p>	<p><b>Hawai'i State ID and Driver's License</b>            Kapālama Driver Licensing Center            925 Dillingham Boulevard            Honolulu, HI 96817            TEL: (808) 768-9100</p> <p>You can also get a Driver's License and Hawai'i State ID at additional locations:  <b>Kapolei, Ko'olau, Wahiawa, and Wai'anae.</b></p> <p>For more information please visit:  <a href="http://www.honolulu.gov/cms-csd-menu/site-csd-sitearticles/26204-services-and-locations-listings.html">http://www.honolulu.gov/cms-csd-menu/site-csd-sitearticles/26204-services-and-locations-listings.html</a></p>
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**Kapi'olani Community College  
Human Resources  
Student Employment Checklist**

Student Name and ID number:	
Job Title:	
Supervisor:	

**\*\*NOTE:** Students shall **NOT** start working until the following checklist is completed and processed by HR\*\*

\*\*Students should bring the completed checklist to HR along with their documents for the I-9 verification only AFTER the department has completed the Student Employment Work Agreement (SEWA)\*\*

Use an "X" to indicate that the forms are attached. ALL forms for each employment category are required unless indicated otherwise.	<b>Regular Student #FF3</b>	<b>Federal Work Study (FWS) Student Payroll #FF1</b>	<b>International Student on F-1 Visa Payroll #FF3</b>
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**I-9 FORM**

<a href="#">I-9. Employment Eligibility Verification*</a>	*Log into SECE (Documents and Forms Tab) to complete Section 1			
<a href="#">I-9. Section 2*</a>	*Bring Valid Documents to HR			

**[HAWAII INFORMATIONAL PORTAL \(HIP\):](#)**

\*\*HIP access available AFTER student is hired in SECE\*\*

<a href="#">Multi-Factor Authentication</a>	<a href="#">MFA Instructions</a>			
Form W-4 Employee's Withholding Allowance	*After the student is hired, a notification email will be sent to inform you that hire transaction is approved. Once you get the notification, you may complete these tasks on HIP. If you do not have access to HIP, please wait for 2-3 business days after your hire.			
Form HW-4 Employee's Withholding Allowance				
Hawaii Pay Direct Deposit Sign-Up Designation of Beneficiary for unpaid wages				
<a href="#">2-Job Memo (If Applicable)</a>	*Only applicable for students carrying two or more on-campus jobs			
<a href="#">General Confidentiality Agreement</a>	*Located at the bottom of page, please read and acknowledge			
<a href="#">UH Information Security Awareness Training Certification</a>	*Print Certificate after completion and include w/ packet			
<a href="#">Title IX Training by Campus Clarity</a>	*Print Certificate after completion and include w/ packet			

**ORIGINAL DOCUMENTS TO BE MADE COPIES BY HR:**

Copy of Social Security Card	*International Students contact hic@hawaii.edu			
Signed Federal Work Study Program Policy	Contact your academic advisor for FWS policy	N/A		N/A
Copy of Passport Page with Picture		N/A	N/A	
Copy of Front and Back of I-20 Form		N/A	N/A	
<a href="#">Copy of I-94 Number</a>		N/A	N/A	
Application to Accept On-Campus Employment for F-1	*Application can be found at Honda International Center (HIC), Iliahi 107	N/A	N/A	

NOTES: