

International Students and Social Security Numbers

International Students

International students should check with the foreign student advisor for school requirements and procedures governing the authorization of campus employment. For an explanation of on-campus employment options for students in F1 or J-1 student status, visit [The Office of International Education](#).

International students must be enrolled for a full course of study, be making satisfactory academic progress, and be enrolled in the subsequent fall term in order to be employed during the summer.

Student employment for international students is limited to on-campus jobs (jobs on the Carnegie Mellon campus). Hours are limited to 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment; this can include summers and academic breaks.

The CMUWorks Service Center has payroll information for international students including Non-Resident Aliens and Resident Aliens. As an international student, you will be contacted by the Service Center about completing information online with the Foreign National Information System (FNIS). Without this information, payroll cannot provide you with tax exemptions which might otherwise be applicable.

Social Security Number (SSN) for On-Campus Employment

F-1 or J-1 students who have secured an on-campus job, but lack a SSN, will use [OIE's Social Security Number Form / F-1 or J-1 Student On-campus Employment Form](#). The hiring department will first sign the form to verify the employment AND then OIE will sign to verify immigration status. The form is required in order to proceed with the SSN application process.