



## Overview

For students in the United States holding F-1 or J-1 Status, the quickest and most convenient way to work and earn money on the side is with an on-campus job. These usually consist of work-study jobs that are in connection to a specific department at the university. This is a general overview on how to obtain such a job, as well as a checklist containing the documents needed to work.

## How to Find a On-Campus Position

Midland University is working together with *Handshake*, a job-search website that also will include work-study jobs. This website can also be a great resource for possible mandatory internships that come along with certain majors at Midland University. Handshake's Website can be found at [my.midlandu.edu](https://my.midlandu.edu) under "more resources," or [here](#). An account needs to be created before open positions are visible.

**Important:** Unless you are looking for an internship position, the position must include the term *work-study*, and it needs to be on Midland's campus. If both of these conditions are not met, the employment is illegal, even though you might get accepted by the employer. Possible disciplinary actions taken by ICE may be visa revoke, but at least a money fine.

Work-study positions at Midland University pay \$9/hr, and up to \$2,000 per year, or \$1,000 per semester. International students are allowed to work up to 20 hours/week during terms and 40 hours/week during breaks.



## Process

In order to be employed in the United States one needs to possess a Social Security number (SSN). Citizens of the United States get a SSN at birth; whereas, immigrants of any status need to apply for one. This also applies for work-study positions. Below, a checklist can be found that outlines the process of obtaining employment and a SSN.

## Checklist

- Find an open work-study position on *Handshake* and follow the steps to apply for it.
- Once accepted at one, reach out to your designated supervisor and acquire a signed work-study contract.
- Employee and supervisor must sign contract
- Acquire other necessary documents:
  - Form I-20 (not older than 12 months)
  - Valid passport (along with old passport if it contains visa)
  - Form SS-5 (can be filled out prior, also available at the SS-office; if living on-campus, use dorm address or Midland address: 900 N Clarkson St, Fremont, NE 68026; if living off-campus use off-campus address)
  - Most recent I-94, can be obtained at <https://i94.cbp.dhs.gov/i94/#/>
- Apply for a Social Security card at the nearest location: Omaha: 604 N 109th Ct, Omaha, NE 68154. Phone: (866) 716-8299
- See SSN Guide and follow the instructions of the Social Security officer.

Once accepted, your official card will arrive within 2 - 4 weeks by mail. You may be able to work once you are accepted. Talk to your supervisor once all steps above are completed successfully.



**Note:** You must have a signed contract prior to applying for a social security number, otherwise the process will fail. Also, this process only needs to be done ONCE.

## FAQs

- What does it cost?

There is no charge for a Social Security number and card

- Can I work during the summer also?

Yes, Midland offers summer employment to its students, which can also be attended by international students. Check *Handshake* during February - March and apply in a timely manner.

- What if I want to switch my position?

Just like in regular employment, you can switch your position, but you will need to go through the application process again.

- What if my card is lost or stolen?

You can replace your card for free if it is lost or stolen. However, you are limited to three cards in one year and ten during your lifetime. Legal name changes and other exceptions, such as change in immigration status are not counting toward this.