

The seal of the University of California, Merced, is a circular emblem. It features a central shield with a book and a star, surrounded by the text "THE UNIVERSITY OF CALIFORNIA" and "1868". A banner at the bottom reads "LET THERE BE LIGHT".

University of California, Merced

Hiring International Students

Becky Mirza

Office of International Students & Scholars

UCMERCED

The International Student

- Full-time student pursuing a program of study
- F-1 Visa Students with a Form I-20
- J-1 Visa Students with a Form DS-2019
- Other common visa types not considered student visas:
H, E, R, L, TN, B
- Study might be possible for visa types above especially for their dependents except for B visa holders
- F-2 and J-2 dependent spouses are not permitted to study. Children K-12 can study.

Three Kinds of International Students

	Sponsor	SEVIS Record	Full-Time Enrollment Requirement	Employment Types
F-1 Visa Student (Form I-20)	Sponsored by UC Merced or another university as marked in box # 2 on Form I-20	SEVIS Record Required	Student is required to be enrolled full-time at their sponsoring university. The only exception is for students on post-completion OPT.	On the campus of the sponsoring university up to 20 hours per week with no authorization, OPT, CPT or Severe Economic Hardship
J-1 Visa Student (Form DS-2019)	Sponsor can be UC Merced or IIE, Fulbright or others	SEVIS Record Required	Student is required to be in a full-time prescribed course of study or research at their sponsoring university. The only exception is for students on Academic Training.	On the campus of the sponsoring university up to 20 hours per week with ISSS approval or Academic Training
Other Visa Types (E, H, R, TN or WT Visa)	Sponsor may be any entity	No SEVIS Record	No full-time enrollment requirements	Employment authorization as per relevant regulations

US Immigration Documents & Regulations

The Basics

What is a Visa?

- The US visa is a picture page permanently affixed in a traveler's foreign passport by a US Consulate after the visa approval
- A visa enables the traveler to request permission to enter the US at the port of entry for the purpose of the specific type of visa



Visa

Primary Purpose of Visa

International visitors must declare ONE primary purpose when they apply for their US visa

- F-1 Visa: Student Visa
- J-1 Visa: Student or Scholar
- H-1B Visa: Temporary Worker
- H-4 Visa: Dependent of H-1B
- E-2 Visa: Investor
- R-1 Visa: Religious Worker
- TN: Trade NAFTA
- WT: Visa Waiver



Important Facts About a Student Visa

- A visa can only be used to enter the US
- A visa has no significance once the traveler is in the US
- A visa is not authorization to:
 - Remain in the US
 - Study in the US
 - Work in the US
- For employment purposes and documentation, it is okay if the visa expires while the student is in the US. The student would need to renew an expired visa if they left the US and planned on returning to the US to resume studies.

What is an I-94 Arrival-Departure record?

Previous Paper Format I-94 Card



New electronic format I-94:
Student prints this I-94 from the
[Customs & Border Protection](http://www.cbp.gov) website
after arriving to the US

U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

*See our [Privacy Policy](#) regarding our request for your personal information.

Last/Surname:

First (Given) Name:

Birth Date:
YYYY Month DD

Passport Number:

Country of Issuance:

Most Recent Date of Entry:
YYYY Month DD

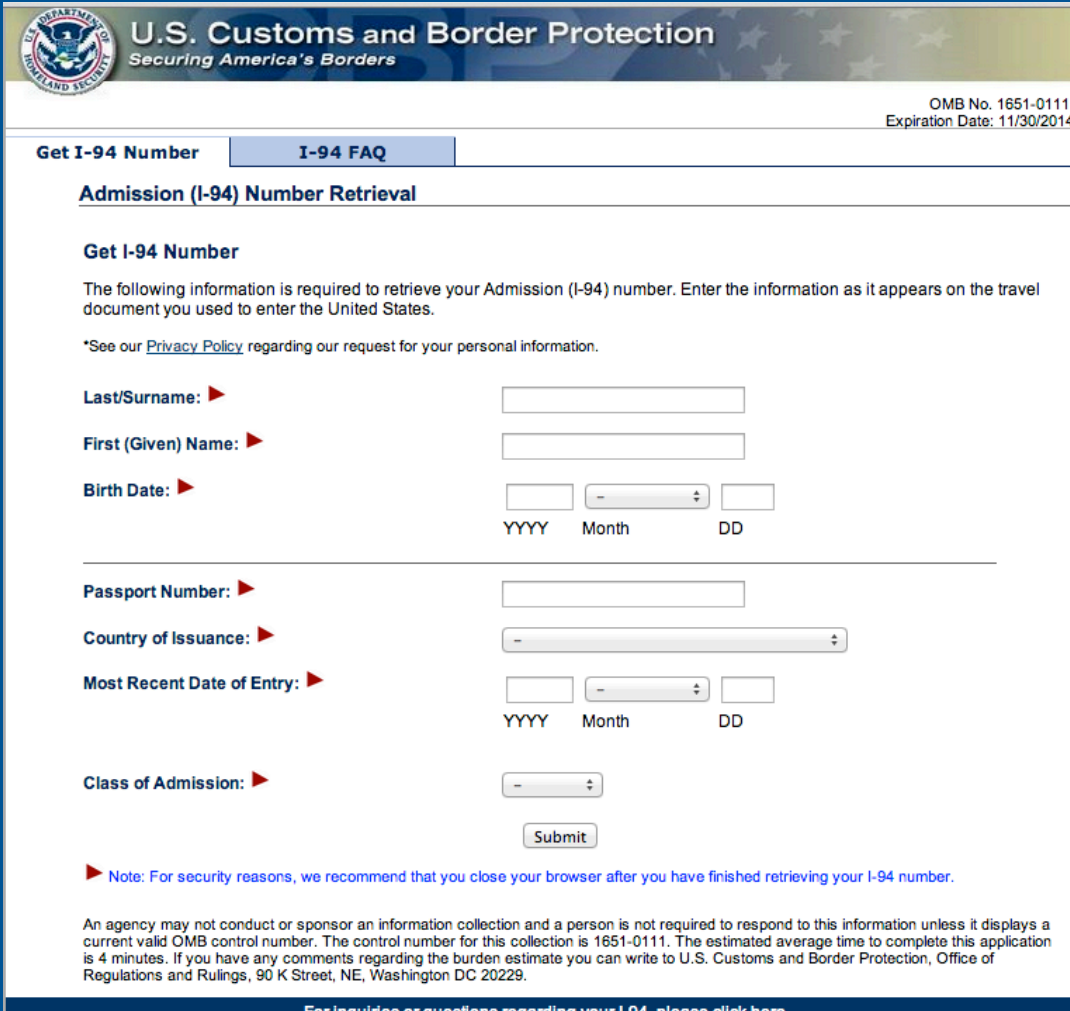
Class of Admission:

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20229.

[For inquiries or questions regarding your I-94, please click here.](#)

What is I-94 Status?



The screenshot shows the U.S. Customs and Border Protection website with the "I-94 FAQ" tab selected. The form is titled "Admission (I-94) Number Retrieval" and contains several input fields for retrieving an I-94 number. The fields are: Last/Surname, First (Given) Name, Birth Date (with separate boxes for Year, Month, and Day), Passport Number, Country of Issuance, Most Recent Date of Entry (with separate boxes for Year, Month, and Day), and Class of Admission. A "Submit" button is at the bottom of the form. A note at the bottom states: "Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number." At the very bottom, a link is provided: "For inquiries or questions regarding your I-94, please click here."

U.S. Department of Homeland Security
U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number **I-94 FAQ**

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YYYY Month DD

Passport Number:

Country of Issuance:

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[For inquiries or questions regarding your I-94, please click here.](#)

- Authorization for an international visitor to be and remain in the US
- The I-94 along with the form I-20 or DS-2019 verifies a student's duration of status

Form I-20

Duration of Status for F-1 Students

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

Page 1

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):

First (given) Name:	Middle Name:
Country of birth:	Date of birth (mo/day/year):
Country of citizenship:	Admission number:

2. School (school district) name:

School Official to be notified of student's arrival in U.S. (Name and Title):

School address (include zip code):

School code (including 3-digit suffix, if any) and approval date:
approved on _____

3. This certificate is issued to the student named above for:

4. Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, majoring in _____.
The student is expected to report to the school no later than _____ and complete studies not later than _____. The normal length of study is _____ months.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:

a. Tuition and fees	\$ _____
b. Living expenses	\$ _____
c. Expenses of dependents	\$ _____
d. Other (specify):	\$ _____
Total	\$ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).

a. Student's personal funds	\$ _____
b. Funds from this school	\$ _____
Specify type:	
c. Funds from another source	\$ _____
Specify type:	
d. On-campus employment	\$ _____
Total	\$ _____

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official _____ Signature of Designated School Official _____ Title _____ Date Issued _____ Place Issued (city and state) _____

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student _____ Signature of Student _____ Date _____

Name of parent or guardian _____ Signature of parent or guardian _____ Address (city) _____ (State or Province) (Country) _____ (Date) _____
If student under 18

Form I-20 A-B (Rev. 04-27-88)

For Official Use Only
Microfilm Index Number

- Authorization for an F-1 visa student to be and remain in the US
- The I-94 along with the form I-20 verifies a student's duration of status

The program end date noted in section 5 of the form I-20 is when the student's status expires. A valid Employment Authorization Document (EAD Card) is required for employment if this date has expired.


Form DS-2019

Duration of Status for J-1 Students

U.S. Department of State

OMB APPROVAL NO. 1405-0119
EXPIRES: 02-28-2005
ESTIMATED BURDEN TIME: 45 min
*See Page 2

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

1. Family Name: Solda		First Name: Iulian		Middle Name: D	Gender: MALE	J-1 
Date of Birth(mm-dd-yyyy): 10-14-1978	City of Birth: Deva	Country of Birth: ROMANIA	Citizenship Country Code: RO	Citizenship Country: ROMANIA		
Legal Permanent Residence Country Code: RO	Legal Permanent Residence Country: ROMANIA	Position Code: 215	Position: UNIVERSITY UNDERGRADUATE STUDENTS			
U.S. Address: InterExchange, Inc. 161 6th Ave New York, NY 10013						
2. Program Sponsor: InterExchange, Inc.						
Exchange Visitor Program Number: P-3-053-0						
Participating Program Official Description: SUMMER TRAVEL/WORK						
<p>This is the beginning and end of your program. If your program allows working in the USA you can work between these two dates.</p>						
Purpose of this form: Amend previous form: program date(s) amended						
3. Form Coverage Period:		4. Exchange Visitor Category:				
From (mm-dd-yyyy): 05-28-2003		SUMMER TRAVEL/WORK				
To (mm-dd-yyyy): 09-28-2003		Subject/Field Code: 32.0101 Subject/Field Code Description: Basic Skills, General				
5. During the period covered by this form, the total estimated financial support(in U.S. \$) is to be provided to the exchange visitor by:						
All other organizations providing support : \$500.00						
Personal funds : \$300.00						
Total : \$800.00						

- Authorization for an international visitor to be and remain in the US
- The I-94 along with the form DS-2019 verifies a student's duration of status

The program expiration date noted in section 3 of the form DS-2019 is when the student's status expires. The student can only work after this date if the international student advisor has approved the student for Academic Training.

What is Employment Authorization?

- Legal authorization to work in the US
- Approved and issued by various sources:
 - For F-1 students: International Student Advisor (Titled Designated School Official or DSO by Dept. of Homeland Security) and US Citizenship & Immigration Services (USCIS)
 - For J-1 students: International Student Advisor (Titled Alternate Reporting Officer or ARO by Dept. of Homeland Security)
- Employers are required to verify employment authorization before hiring
- Not related to having a Social Security Number/Card or tax filing status
- Always has an end date and often other conditions

To Review...ALL the pieces are connected

Primary purpose in the United States is to study

Maintain status and follow US Department of Homeland Security visa regulations

Lawful employment

Defining “On-Campus” Employment

- Work on the university campus that sponsors the student’s form I-20 (Student Assistant, TA or GSR)
- Work at off-campus locations, but treated as on-campus
 - Educational affiliation (association with the established curriculum or related to contractually funded research projects at the post-grad level)
 - Shared facilities (Castle facility in Atwater)
- If you are unclear if a job would be considered “on-campus” employment, please check with an International Student Advisor

Is this International Student Eligible to Work at UC Merced?

- Each document listed below must be valid (not expired)
 - Passport
 - I-94 Card or Electronic Print Out
 - Other supporting document:
 - ❑ F-1 Visa Student: Form I-20 (If expired, EAD Card Authorizing OPT)
 - ❑ J-1 Visa Student : Form DS-2019 & Official Letter from ARO in International Affairs authorizing employment
- If you are uncertain of the visa status and/or document validity, please call the International Student & Scholar's Office at ext. 4722 or ext. 4801

More Details About Employment Eligibility

If Student is Enrolled	If Student has Completed Their degree
Must be registered full-time during Fall & Spring semesters	Not registered (I-20 or DS-2019 has expired)
UC Merced F-1 students: no authorization required for on-campus	F-1 students: Approved Optional Practical Training (OPT) with valid EAD Card
Non-sponsored F-1 student (enrolled at other school as required): Approved CPT (Listed on 3 rd page of form I-20) or OPT (EAD Card)	J-1 students: Approved Academic Training (Employer listed on DS-2019)
J-1 students: Official letter from ARO in the Office of International Affairs	

What Does Employment Authorization Look Like?

Page 3

NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING MIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILY NAME: _____ FIRST NAME: _____
Primary Major: 11.0101 Computer and Information Sciences, Gene

Student Employment Authorization:
Employment Status: FULL TIME Type: CPT
Duration of Employment - From (Date): 06/03/2013 To (Date): 09/04/2013
Employer Name: Adobe Systems Incorporated
Employer Location: 345 Park Avenue
San Jose, CA 95110

Comments:

Event History
Event Name: Registration Event Date: 01/29/2010

Current Authorizations:
CPT Employment Start Date: 06/03/2013 End Date: 09/04/2013

SEVIS
Student's Copy
N000

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: Rebecca Mirza International Student Advisor 08/20/2013 Merced, CA

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
<u>Rebecca Mirza</u>	<u>Rebecca Mirza</u>	<u>Int'l Student Advisor</u>	<u>11/25/13</u>	<u>Merced, CA</u>

For F-1 visa students on approved Curricular Practical Training (CPT), there will be a notation on page 3 of the student's form I-20 in two places

What Does Employment Authorization Look Like?

For F-1 visa students on approved Optional Practical Training (OPT), the employment authorization will be in the form of an Employment Authorization Document (EAD) card but also noted on page 3 of their form I-20



What Does Employment Authorization Look Like?

For F-1 visa students enrolled full-time at UC Merced, no authorization is required for on-campus employment. The form I-20 will show UC Merced as the sponsoring institution in box 2.

For J-1 visa students, a formal letter from the ARO in the International Students & Scholars Office is required

UNIVERSITY OF CALIFORNIA, MERCED

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OFFICE OF INTERNATIONAL AFFAIRS

INTERNATIONAL STUDENTS & SCHOLARS OFFICE
UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CALIFORNIA 95343
PHONE: (209) 228-4025
FAX: (209) 228-4708

December 5, 2013


Re: On-Campus Work Authorization for J-1 Exchange Visitor (Student Category)
Student ID#

Dear On-Campus Supervisor:

Pursuant to 22 CFR 62.23 (g)(2)(iii) regarding on-campus employment, the above-named J-1 Exchange Visitor in the Student Category is authorized to work for the department listed below:

Department:
Position Title:
Employment Dates:
Employment Address:

The J-1 Exchange Visitor is authorized to work up to 20 hours per week during the Fall and Spring semester. The J-1 visa student is permitted to work full-time during the winter and summer break. Please contact me immediately if any of the above information concerning the J-1 visa student's employment changes or if you have any questions. I can be reached at extension 4801 or by e-mail at bmirza@ucmerced.edu. Thank you.

Sincerely,

Rebecca Mirza
International Student Advisor
Alternate Reporting Officer (ARO)

Frequently asked Questions About International Student Employment

- 1.) How early can an international student start work at UC Merced?
 - Up to 30 days before classes start for new students who entered the US with an initial UC Merced I-20
 - After issuance of UC Merced I-20 or DS-2019 for New Transfer Students in the US transferring from another US institution to UC Merced
- 2.) How many hours can a (currently enrolled) student work on campus?
 - Part-time - Up to 20 hrs. per week during Fall & Spring terms
 - Full-time during winter and summer breaks
- 3.) When does the student need to stop working?
 - A student must stop working at the end of their degree program (I-20 or DS-2019 expiration date) or if they have work authorization, the work authorization expiration date

Ten Steps to Hiring an International Student

Step # 1

Confirm whether or not the student is enrolled full-time in a UC Merced program of study

Step # 2

Determine whether the student needs employment authorization

- UC Merced sponsored F-1 visa students currently enrolled full-time have authorization for on-campus employment inherent to status therefore no prior employment authorization is necessary
- UC Merced sponsored J-1 visa students currently enrolled full-time only need the international student advisor's authorization in the form of a letter
- All other internationals in other visa statuses or from other institutions must have employment authorization

Step # 3

Steps to Take When Hiring an International Student

- Make copy of relevant immigration documents for file
 - Valid Passport Picture/Bio Page
 - I-94 Card or Electronic I-94 Print Out
 - SEVIS Certification
 - If F-1 Student: Form I-20
 - If J-1 Student: Form DS-2019 & Letter from International Student Advisor
 - EAD Card if applicable (Non-UC Merced sponsored students and/or if the program end date on I-20 has expired)

Ignore the US visa. It is irrelevant for employment purposes.

Step # 4

(Really just a follow-up to Steps 1-3)

- Review documents and call the International Center if you have any questions
- Things to check for:
 - Student MUST be registered full-time in a UC Merced program of study (or have proper employment authorization)
 - Passport must be valid (not expired)
 - I-94 notation should read F-1 or J-1 D/S (Duration of Status)
 - End date on I-20, Item #5 or DS-2019, Item #3 should be current (not expired) through duration of employment
 - J-1 students require Employment Authorization letter from the International Student Advisor to include valid beginning and end date for employment
 - EAD card if required should be current through expected employment period

Step # 5

Social Security Number/Card

- Obtain Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) from student
 - If student has recently applied for SSN or ITIN, request copy of application receipt and inform student copy of actual card/number will need to be submitted after it arrives in the mail
- If student has no SSN or ITIN, provide instructions on next slide or refer student to the International Center

How to Apply for a Social Security Number/Card

- 1. Obtain Job Offer Letter from employing department
- 2. Request Verification Letter from International Student Advisor in the International Center – KL 101
- 3. Visit local Social Security Administration Office and bring:
 - Passport, Visa & I-94 Card or Print Out
 - Form I-20 or Form DS-2019
 - Employer Job Offer Letter
 - Letter from International Student Advisor
- Obtain receipt of SSN application
- Wait 2-4 weeks for card to arrive by mail
- Be sure to provide UC Merced with a copy of the card

International students who are not employed are NOT eligible to apply for a SSN number/card

Individual Tax Identification Number (ITIN)

- NOT required or useful for a student with a SSN card/number
- For international students ineligible to apply for SSN (not employed), but who need to file a tax return for US income from sources such as:
 - Scholarships & grants
 - Dividends from investments
 - Other non-employment based income

Careful, don't confuse an ITIN with a SSN

Social Security Number SSN	Individual Tax Identification Number ITIN
Issued by US Social Security Administration	Issued by US Internal Revenue Service
Required for payroll deductions	Issued when needed for tax purposes and not eligible for SSN
One number good for life	Number can be recycled
9 digit number xxx-xx-xxxx	Also 9 digit number beginning with 9 9xx-xx-xxxx

More on SSNs & ITINs

- If student has SSN, use it vs. an ITIN
- ITINs remain pertinent until student is eligible and issued SSN
- Direct international students having trouble applying for SSN or ITIN to International Center – KL 101 or our website:
<http://iss.ucmerced.edu/social-security>

Resources & Key Contacts

International Student & Scholars Office

<http://iss.ucmerced.edu/>

International Center

Kolligian Library – Room 101

(209) 228-4722

Becky Mirza

bmirza@ucmerced.edu

ext. 4801

International Student Advisor

Suki Nawaz

snawaz@ucmerced.edu

ext. 4667

Asst. Director of International Students & Scholars

Rebecca Sweeley

rsweeley@ucmerced.edu

ext. 4724