



What Type of On-Campus Employment Can I Apply for?

- Undergraduate Students – Regular Student Employment (RSE)
- Graduate Students – Regular Student Employment (RSE) and/or Graduate Assistantship (GA)

Guidelines (Per SEVIS Regulations)

- Must have a valid/active F-1 visa status.
- Must be pre-approved by International Student Services before applying for social security card or beginning employment.
- Must receive social security card and finalize all DSU Human Resources requirements before employment can begin.
- Must not exceed 20 work hours per week while school is in session.
- Must be enrolled in full-time course load (undergraduate-12 hours, graduate-9 hours) throughout on-campus employment.
- Must notify International Student Services within 10 days of any changes in employment status or job responsibilities.

How Do I Apply for On-Campus Employment (RSE and/or GA) and Social Security Card?

- You must submit resume, cover letter, and course/practice schedule to individual offices and request RSE or GA position. A list of office contacts is available in International Student Services office.
- Once you have been approved for an RSE and/or GA position, you must notify Elise Mallette, Coordinator of International Student Services.
- Official departmental representative must submit two official letters (on Delta State University letterhead) to International Student Services. One letter will need to be addressed to International Student Services, and the second to Social Security Administrations Office. Both letters must state all of the following information: type of employment (RA or GA); on-campus office/department of employment; student name; start/end date of employment; number of hours required to work per week (must be less than 20 hours while school is in session); amount of hourly pay; full list of job responsibilities. A sample letter is available in International Student Services office.
- Once both letters have been submitted to International Student Services, and employment has been approved, we will assist the student will filling out the social security card application located in International Student Services office.
- You will need to all of the following documents to the Social Security Office to apply for social security card: both official letters that have been approved by Elise, social security card application, I-20, visa, passport, and I-94.
- Once social security card is received by International Student Services, we will notify you by email and will make a copy of the card for your student file once you have opened the letter in our office.
- You must submit a copy of the card to DSU Human Resources to complete hiring processing/approval.

Student Signature: _____	Date: _____
Employer Signature: _____	Date: _____
ISS Signature: _____	Date: _____