

NON-WORK STUDY AND INTERNATIONAL STUDENTS

There are two types of student employment on campus: regular student employment (non-work study) and Federal Work-Study (federally subsidized, need-based financial aid). This section will focus on non-work study students and international students. Both types require that the student be both matriculated and enrolled at least half-time (6 or more credits as an undergraduate student; 4 or more credits as a graduate student) during the academic year to be classified as a student employee at Chapman University. Failure to meet this requirement will cause the student's student employee status to be terminated for the semester in question.

Non Work-Study Students

A Non-Work Study student is a student that was not awarded a Federal Work Study award as part of their financial aid package. Non-work study students may also be referred to as regular, hourly, and/or a non-work study student. Regular (non-work study) employment is available to students who do not demonstrate financial need based on the FAFSA form. Student earnings for the non-work-study program come directly from departmental budgets. Some departments may be allocated funds within their operating budgets for hiring non-work study eligible students. All hiring and reporting procedures follow the guidelines established for on-campus student employment.

International Students

International students must be enrolled in at least half time with an F-1 Visa status. International Students are allowed to work as regular non work-study student employees on campus. It is important that their I-20 is valid and current to maintain or seek on-campus student employment. International students that need to apply for a social security number/card will need to show proof of hire before going to the Social Security Office. All hiring and reporting procedures follow the guidelines established for on-campus student employment.

Procedures to obtain a Social Security card and other important information.

- Visit Student Employment Services to obtain the International Student Packet or obtain the packet by visiting the main SES page under Forms.
- The packet letter must signed by the following individuals:
 - the student's immediate supervisor,
 - the Employment Services Representative and/or the Student Employment Coordinator,
 - and the International Student Services Coordinator whom will serve to validate that the student has been offered an on-campus position.
- Once you have completed all steps and forms, you can go to any Social Security Office.

- Please remember to take your I-20, passport and I-94 when you go. Lines can sometimes be long, so be prepared to wait.
- Once the student applies for a social security card, he or she will need to bring the receipt to Student Employment Student Employment Services. You will be given a receipt from the Social Security Administration.
- Once we have received your receipt, you will be authorized to begin working; however, the permanent Social Security card must be received within 60 days and needs to be submitted for viewing by an authorized Human Resources or Student Employment Services official.
- New hire paperwork cannot be completed until the student brings the social security receipt to Student Employment Office. Similarly, monthly time sheets cannot be processed until the receipt is reviewed and documented on the forms I-9 and W-4.
- The actual card should be mailed to you within two weeks. If your card does not come within thirty days, please contact Susan Sams in the ISS office and she will assist you.
- The Payroll Office requires a social security number to process student payments.

Orange County Social Security Administration Offices

- Anaheim: 300 S. Harbor Blvd., Suite 310, Anaheim, CA 92805
- Brea: 3230 E. Imperial Hwy., Suite 150, Brea, CA 92621
- Garden Grove: 12912 Brookhurst Street, Suite 130, Garden Grove, CA 92640-4864
- Huntington Beach: 2100 Main Street, Suite 280, Huntington Beach, CA 92648
- Laguna Niguel: 24000 Avila Road, 4th Floor, Laguna Niguel, CA 92677-3434
- Newport Beach: 4525 MacArthur Blvd., Newport Beach, CA 92660-9546
- Santa Ana: East First Street (Blue Xerox Building), Suite 500, Santa Ana, CA 92705

For information, call: 1-800-772-1213 (7 a.m. to 7 p.m.)