

# Guide To Working On-Campus at BU

## Who is eligible to work on Campus?

- International Students enrolled in a degree program.
- F-1 and J-1 status permits on-campus employment. Students in other immigration categories must show proof of employment authorization.



## How many hours per week can students work on campus?

- Up to 20 hours per week on campus during the academic year
- Students may be able to work more than 20 hours per week during annual breaks (winter intersession, spring break and summer semesters)

## How to Find Work On Campus:

### Find and apply for an on-campus job:

- Use the [Student Employment Office Job Board](#) to find and apply for on-campus jobs
- Most on-campus jobs are paid through BU Payroll. Some jobs paid by other sources are considered to be On-Campus. Review a list of these employers here on the [ISSO website](#).



## How to Start Work On Campus

### 1. Complete your Form I-9:

- Complete section 1 of the form I-9 online: [bu.edu/se/students/paperwork/](https://www.bu.edu/se/students/paperwork/)
- Bring your immigration documents to your hiring manager to have them complete section 2 and update the university system.

Note: You must have a job offer before completing the I-9 process



### 2. Apply for your Social Security Number (SSN):

- Request a [Certification of On-Campus Employment for a Social Security Number Application](#) form filled out by your on-campus employer
- Visit the ISSO Front Desk to have the second part of the form signed by an ISSO Advisor
- Apply online for your SSN and bring your original immigration documents to the Social Security Administration office to complete the application process
- Report your SSN to the Student Employment Office

### Helpful links:

Student Employment Job Service: <https://www.bu.edu/se/students/studentjobservice/>

ISSO On-Campus Employment info: <https://www.bu.edu/isso/employment-internships/on-campus-student-employment/>

Online application for SSN: <https://secure.ssa.gov/ossnap/public/landingOSSnap>