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/seo/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/seo/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