International Students

- International students may apply for a job 3 weeks after the employment application process begins. They do not qualify for FWS funding.
- Information required to fill out employment paperwork:
  - Passport and Visa
  - I-94 Admission number with the printout, which is found online at [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)
  - I-20
  - Social Security Number

- Students Must:
  - Apply for employment position.
  - Be **accepted** by supervisor.
  - Go to the Office of International Education and report supervisor name so a Letter of Verification can be generated.
  - Obtain a Social Security Number, if student doesn’t already have one.
  - Complete forms with a permanent USA address, if student doesn’t have one, use the College’s address (1600 Burrstone Road Utica, NY 13502)
  - Bring all completed forms, along with all required documents to Student Employment to be processed.