International students are not eligible for Work Study. As a result, they face a greater challenge in securing on-campus employment. For this reason, we strongly encourage you to consider adding international students to your departmental workforce. If you have an open job posting and would like to consider hiring an international student, please submit your job posting via email to the International Students & Scholars Office (ISSO) at isso@uml.edu.

Can you hire an international student without a Social Security number?  

"YES"

- Most international students will not have a Social Security number at the time they apply for their first on-campus job.
- Please note that It IS legally acceptable to hire an International Student without a Social Security number.
  - The only way students can obtain a Social Security number is by FIRST presenting proof of a job to the International Students & Scholars office.
  - The International Students & Scholars office then issues the student a letter to present at the Social Security office that confirms their academic standing and proof of on-campus employment.
  - You can legally permit an international student to start working for a brief temporary period until they obtain a Social Security card.
    - Students will be reminded to ask for a receipt from the Social Security office.
    - The receipt can be attached to the hiring paperwork to Human Resources to alert them that the student has a pending application for a Social Security number.
      - Based on the receipt, Human Resources will temporarily place the student on payroll. For Payroll related questions, contact Hilary_Clark@uml.edu (978-934-3534)
      - If you have questions on how to complete the student’s I-9, please direct them to Helen_Gatti@uml.edu (978-934-4724) at Human Resources.
      - If the student has questions on how they will be taxed, if there is a tax treaty with their home country or on the proper way to complete their W-4, please direct them to Vanntha_Sann@uml.edu (978-934-3539). She is the Payroll & International Tax Specialist for UMass Lowell.
- It typically takes two weeks to obtain a Social Security card.

How Many Hours Per week are International Students permitted to work?

International students are permitted to work on-campus for up to 20 hours per week during the academic semester. (This is 20 hours per week in total of all combined on-campus jobs. It is not 20 hours per job.)

During UMASS Lowell school vacation periods, international students are permitted to work on-campus on a full-time basis.

Any international student who asks you about off-campus work authorization, should be directed to the International Students & Scholars Office. All Off-Campus Work Authorization for international students must have the PRIOR approval of the International Students & Scholars Office and the issuance of a new Student Visa Document.

For questions, Contact: isso@uml.edu or call ISSO at 978-934-2383  
Revised 02/19/2013