HIRING INTERNATIONAL STUDENTS

Unfortunately 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 would like you to strongly 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 to Emily Fritz, International Services Assistant, International Students & Scholars Office (ISSO). She will distribute it to the international student population. Emily can be reached at 978-934-2383 or via email at Emily_Fritz@uml.edu.

Can you Hire an International Student Without a Social Security #? "YES"

- Most international students will not have a Social Security # 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 they 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.
- It typically takes two weeks to obtain a Social Security card
- If you have any questions on above-mentioned, please contact Maria Conley at 978-934-2383 or at Emily_Fritz@uml.edu

Where is it legally permitted for international students to work?
The F-1 and J-1 status only permits international students to work on campus (Campus Recreation Center, O’Leary & Lydon Library, etc). Any off-campus employment must be pre-approved by the ISSO and the student must be issued a new form I-20 or DS-2019. For off-campus vendors that provide services to the UMass Lowell population, which are located ON UMass Lowell Property, international students can ONLY work on UMass Lowell Property:

- **Campus Bookstore (Follett):** Students are only eligible to work physically on a UMass Campus and are NOT permitted to work at any other campus’s bookstore
- **Tsongas Center Cleaning Services (Emerald Green):** Students are only eligible to work physically at the UMass Lowell Tsongas Center and are permitted to work at LeLachuer Park ONLY during UMass Lowell games & functions. The Spinners League is not owned by UMass Lowell.
- **Tsongas Center Event Services (Spectra):** Students are only eligible to work physically at the UMass Lowell Tsongas Center. Students are NOT permitted to work at the Lowell Memorial Auditorium.
- **Dining Services (Aramark):** Students are only eligible to work physically on-campus.

Any variation from the above is a serious legal consequence and will result in a termination of the student’s legal status in the U.S. For any questions on the legality of permitable on-campus work, please contact Emily_Fritz@uml.edu.

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 the UML school vacation periods, international students are permitted to work on-campus on a full-time basis.