

Student Employment Procedures

All student workers must be enrolled at UIS for **at least six hours** in the spring and fall and should be enrolled at UIS for three hours in the summer. This enrollment is waived in the summer for international students since they may only work on campus. Internationals are limited to 20 hours per week during the fall and spring semesters. All students may work up to 37.5 hours per week any week there are no classes or exams and during the summer months.

To work as a student worker, your first step is to visit CareerConnect (<http://www.uis.edu/careerservices/uissuccess/uissuccess-login.html>). Current UIS students have been automatically registered for UIS CareerConnect.

Current UIS Students: To login to UIS CareerConnect, enter your NetID (without the @uis.edu portion) as your username. If this is **THE FIRST TIME YOU HAVE LOGGED IN** to UIS CareerConnect, use the **Need Password** button to have your password generated and sent to your **UIS email address**.

For help with writing a resume, please contact UIS Career Services at 217-206-6508.

Once you have been notified of an interview you will need to obtain an **Application for Student Employment** located in the Office of Financial Assistance UHB 1030. You will take this application with you to the interview.

All students are required to complete an I-9 form which can be found in Document Library of CareerConnect. You will need to print this form and bring it to the Office of Financial Assistance along with two forms of the IDs listed on the I-9 form. Most common IDs used are either your student ID, state ID, or a U. S. Passport as well as either a certified copy of your birth certificate (from a government agency) or a social security card.

Your hiring department will then send you a link to **Nessie** via your UIS e-mail. You must visit the Nessie website and complete additional required forms.

International Students: Once hired, an International student will need to schedule an appointment with the International Student Services Office (HRB 52). To do so, you need to call (217) 206-6678. Be sure to take your I-9 form as well as your visa, passport, I-94 and any other visa forms.

If you do not have a social security card, you will need to request a letter from the department hiring you. The hiring department must use the supplied template to type the letter and they must sign it before giving it to you. Next, this is taken to the International Student Services office for their signature. Finally, you will take this letter along with your passport, I-20, and I-94 to the social security office at 2715 West Monroe, near the corner of Monroe and Veterans, to apply for a card.

Once you have a social security card, you need to complete the Foreign National Tax Information form in the Payroll Office (HRB 18). To schedule an appointment with the Payroll Office, you should call (217) 206-7211. Be sure to have your passport and visa information with you as well as your social security card when you go there.

How to Obtain a Social Security Number

- 1) **You must first have a written job offer.**
- 2) Have your employer/supervisor type a letter, using the template provided by UIS Office of Financial Aid.
- 3) Have your supervisor print the letter on office letterhead and sign it.
- 4) Take the letter to the Office of International Student Services for the Director to sign.
- 5) Visit the Social security office, taking with you the employment letter, a completed Social Security application, your current form I-20, your I-94 and your passport. The Social security office is located at: 2715 West Monroe Street. Their hours are: 9-4 Monday-Friday. It takes about an hour, so do not go at 3:30 or you won't get done in time before they close.
- 6) Give these 5 things to the staff. They will return your form I-20 and passport to you. If you do not have permanent housing when you apply, you should use the Office of International Student Services address. If you put down one address, and the card is sent there, but you are not living there, the card will be returned to the Social Security office and you will have to start all over!
- 7) Wait until you receive the card, usually around two weeks.
- 8) When you get your card, you will need to make an appointment to meet with Payroll. You should also take the card to show to Lori Atkinson in Admissions, the Student Employment Office, and your bank or credit union. Then take the card home and put it in a safe place.