

## International Student Services

79 Fifth Avenue, 5th Floor  
New York, NY 10003  
Phone: (212)229-5592  
Fax: (212)229-8992

150 West 85th Street, Lobby  
New York, NY 10024  
Phone: (212)580-0210  
Fax: (212)580-1738

### On the Web:

[http://www.newschool.edu/  
student-services/international](http://www.newschool.edu/student-services/international)

### Or email us at:

ISS@newschool.edu



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If you have any questions please feel free to contact the following offices and we will be happy to assist.

### International Student Services

79 Fifth Avenue, 5th Floor  
New York, NY 10003  
Phone: 212 229 5592  
Email: [iss@newschool.edu](mailto:iss@newschool.edu)

### Human Resources

MaryCatherine Youmell  
Senior Human Resources Associate  
79 Fifth Avenue, 18th Floor  
New York, NY 10003  
Email: [FNHRHelp@newschool.edu](mailto:FNHRHelp@newschool.edu)

For International Students seeking off-campus employment support, please contact your appropriate career services office:

### The New School for General Studies, Jazz, Lang, and Mannes:

Phone: 212.229.1324  
Email: [careers@newschool.edu](mailto:careers@newschool.edu)

### The New School for Social Research:

Phone: 212.229.3790  
Email: [kraemerb@newschool.edu](mailto:kraemerb@newschool.edu)

### Milano The New School for Management and Urban Policy:

Phone: 212.229.5400  
Email: [andersoc@newschool.edu](mailto:andersoc@newschool.edu)

### Parsons The New School for Design

Phone: 212.229.8940  
Email: [parsonscareers@newschool.edu](mailto:parsonscareers@newschool.edu)

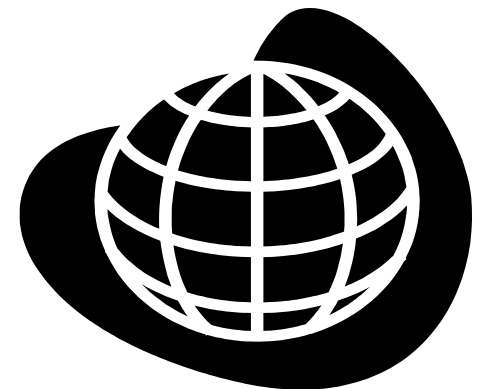
### The New School for Drama

Phone: 212.229.5859 x2630  
Email: [hoytr@newschool.edu](mailto:hoytr@newschool.edu)

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# Hiring an International Student On Campus



## ***Hiring an International Student On Campus***

### **Our International Community**

International students currently comprise twenty-two percent of the student population at The New School.

Most international students are in F-1 Student or J-1 Exchange Visitor status\*. In an exciting city of diversity, students, scholars and exchange visitors join a thriving community of academics and artists.

Despite their dedication and work experience, internationals tend to have fewer opportunities for obtaining a job as most are restricted to working within the requirements of their visa status. For students in F-1 or J-1 status, this means that they can work on campus in jobs that are funded using on-campus student (OCSE) funds.

They may not work off-campus during their first academic year.

### **Funding a Student Worker Position on Campus**

Two programs provide on-campus jobs for New School students: Federal Work Study (FWS) and On Campus Student Employment (OCSE). International students may not be employed using federal work study funds. OCSE, however, provides jobs for all non federal work study students enrolled in a degree program taking at least 6 credits, *including* international students. It is therefore important to identify the funding source for your position when it is advertised.

### **Advertising the Position**

Departments can complete a job description form which is available from the Student Employment Office (SEO), 65 5th Avenue, 105 Mezzanine, 212 229 8930 x 3762 or email seo@newschool.edu.

It is important to check the OCSE box if you want internationals to be eligible to apply. Positions will be advertised at the SEO in print and on [www.collegecentral.com](http://www.collegecentral.com).

Hiring managers can review student applications and resumes online.

Log in Page: [www.collegecentral.com/newschool](http://www.collegecentral.com/newschool). Click on "Employers" and then "Online Services"

User ID: nsucareers

Password: testing

OSCE positions may also be sent to ISS for inclusion in the bi weekly posting of ISS News. This listserv goes directly to all internationals at the New School. ISS also post OCSE positions on the ISS bulletin board outside of our offices.

## ***Hiring an International Student On Campus***

### **Eligibility for F-1 Students**

- \* Eligible to work up to 20 hours per week while classes are in session.
- \* Eligible to work over 20 hours during summer and scheduled breaks.
- \* Authorization from ISS or USCIS is not required.
- \* Authorization from Department Chair or designated representative is not required.
- \* Students are eligible for employment upon commencement of F-1 status.
- \* Students are responsible for maintaining legal F-1 status in order to be eligible for on-campus employment.
- \* Employment may begin after a student submits an application for a social security number and provides HR with required documentation.

### **Eligibility for J-1 Students**

- \* Eligible to work up to 20 hours per week while classes are in session.
- \* Eligible to work over 20 hours during summer and scheduled breaks.
- \* Authorization from ISS is required.
- \* Authorization from Department Chair or designated representative is required.
- \* Students are eligible for employment upon commencement of J-1 status.
- \* Students are responsible for maintaining legal J-1 status in order to be eligible for on-campus employment.
- \* Employment may begin after a student submits an application for a social security number, provides HR with required documentation and gets written authorization from ISS and Dept Chair.

### **Hiring Manager**

- \* After hiring student, provide student with employment letter to take to ISS.
- \* Send all completed documents to HR: Foreign National Data Sheet, Immigration documents, I-9, Social Security Card or Receipt letter from the Social Security Administration & PRA.
- \* If applicable, have employee fill out time sheets and send them to the Payroll department.

## ***Hiring an International Student On Campus***

### **ISS**

- \* Verify student's status and issue support letter in order to apply for a social security number.
- \* Send email alert to request a copy of the Social Security Card from the student once it is approved.

### **Human Resources:**

- \* Receive completed Foreign National Data Sheet and all required documents.
  - \* Process documents and generate tax forms.
- \* Send email to employee asking them to come to HR and sign tax forms.
- \* Process PRA on the payroll cycle. (Employees will not be paid until they have completed the appropriate forms.)

### **Curricular Practical Training (CPT)**

CPT is an employment benefit that enables F-1 students the opportunity to obtain off-campus employment or internship authorization in a paid or unpaid position that is an integral part of the degree program. Students may participate in CPT while pursuing studies. During the academic year, students may work on a part-time basis. During scheduled breaks, students may work full-time.

### **Optional Practical Training (OPT)**

OPT is an employment benefit that enables F-1 students the opportunity to obtain work authorization for 12 months in a paid or unpaid position that is directly related to a student's major. Students may participate in OPT while pursuing studies or after graduation. Students may be authorized to work on a part-time or full-time basis.

### **Employment as a non-F-1 or J-1**

There are other statuses that enable internationals to work in the U.S. For further clarification, please consult with ISS or Human Resources.

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