

**Tompkins Cortland Community College**  
**Global Initiative Office, Room 248**

## On-Campus Employment

International students are allowed to work only on campus, under a **Non work-study** position.

If you have ever been given a Social Security Card, you may work on campus and use that number, no need to do the following steps.

If you require a Social Security Card, see below the steps to take:

1. First find a non-work study position on campus. Apply and if you get hired then bring to a DSO at the Global Initiatives Office the following –
  - Letter from your on-campus employer verifying job, official start date, and number of hours to be worked per week. (Maximum of 15 hours during the regular semester, as per TC3's policy.) This letter must be signed and Printed on letterhead for the Office of Social Security. If your employer has questions regarding the letter, tell them to email Maria Barrero for further information – [meb@tompkincortland.edu](mailto:meb@tompkincortland.edu)

Once the Global initiatives Office receives the letter from your employer then the Global Office will issue a letter verifying that the student is full-time and doing good academic standing and that they are eligible for on-campus employment.

What to take to the Social Security Office:

1. Passport
2. I-94 document (You will need to print out your most recent copy from the CBP website: <https://i94.cbp.dhs.gov/I94/#/home>)
3. Most recent I-20 form
4. Letter from your on-campus employer.
5. Letter from the Office of Global Initiatives

**Please Note:** Students must be “checked in/registered” in SEVIS as having arrived to TC3 before going to the Social Security Office to apply for a card. Be sure to verify with Global Office that it's happened before going.

At the Social Security office, you will fill out an application form in order to request a number. It will take approximately 2-3 weeks before you receive your number in the mail. You cannot not begin work until you have the card. (Keep your SSC in your records, do not lose this card)

**The address for the Social Security office is:**

127 West State Street 2nd floor (make sure to place “west” on address, or GPS will take you to the wrong place)  
Ithaca, NY 14850  
Phone: 1-866-706-8289

**When you receive your Social Security card, bring a copy of the card to the following offices as soon as possible:**

1. Global Initiatives (Room 248)
2. Enrollment Services Center (Room 101)
3. Payroll Department (Room 216)