

Student and Foreign Student Employment

Welcome to Centenary College of Louisiana! We are so glad to have you as part of our Centenary community and appreciate your willingness to work for such a great establishment.

As a student, to be eligible for on-campus employment you must be enrolled in a full course of study and remain enrolled full-time. Students may work “on campus” up to 20 hours per week (each week) when school is in session.

Upon selection for the position, you will be emailed via DocuSign several new hire documents for you to complete. As a best practice, we would encourage you to complete these forms in advance of your first day of work. **Failure to timely complete these forms will delay your start date.**

[Click here](#) to learn more about the forms you are required to complete as a new employee of Centenary College of Louisiana.

Social Security Number (SSN)

A Social Security Number (SSN) is required for everyone who works in the U.S. It is a unique, nine-digit identification number valid for life, and is issued by the Social Security Administration (SSA) to maintain an accurate record of wages.

To obtain a Social Security card, you will need to contact [the Social Security Administration \(SSA\)](#) to apply for a Social Security Number. Please use the [Social Security Office Locator](#) to determine the most convenient SSA office location.

The SSA will issue you an official receipt confirming the application for an SSN. Your SSN card generally arrives in the mail within a few weeks and must be presented to Human Resources as soon as it arrives.

[Click here](#) and follow the steps to apply for an SSN.

International Students are required to present the following documents to apply for a Social Security Number:

- Completed Social Security application form (<https://www.ssa.gov/forms/ss-5.pdf>(PDF))
- Offer letter from your advisor (Document cannot be older than 30 days when presented at the Social Security Office) – see Exhibit A
- Foreign passport
- Visa
- I-94 print out (<https://i94.cbp.dhs.gov>)
- Form I-20 from your designated school official/student advisor

Be sure to report your SSN to Human Resources (Hamilton Hall room 127) if you are an employee. Please do so **in person** - do not email your SSN or give it over the phone.

I-9, Employment Eligibility Verification

Federal law requires you to complete an I-9 form to confirm your eligibility to work. You must be prepared to present ORIGINAL and unexpired documentation, that establishes your identity and employment eligibility, to the Office of Human Resources on or before your first day of employment. Please refer to the list of [acceptable documents](#). Photocopies will not be accepted.

More information about the I-9 form is available on the U.S. Citizenship and Immigration Services website at <http://www.uscis.gov/i-9>.

[Here are some Frequently Asked Questions](#) about the I-9 process.

International Students are required to present the following documents to complete the I9 process:

- Foreign passport
- Form I-94
- Form I-20

Please click [here](#) for instructions on how to complete the I9.

Exhibit A

Sample On-Campus Employment Letter - provided by International Student Advisor – MUST be printed on college/department letterhead to comply with SSA requirements

(Date)

To Whom it May Concern:

This is evidence of on-campus employment for

This is to certify that _____(student's name) has been offered, or is already working in, general on-campus employment.

Position title: _____
Brief description of the position: _____

Start Date: _____
Number of Hours/Week: _____

Employers Information:

Employer Identification Number: _____
Department: _____
Telephone: _____
Student's Immediate Supervisor: _____

Employer's Signature _____
Title _____