

INTERNATIONAL STUDENT AND SCHOLAR OFFICE

Information for International Students

If students are interested in participating in paid or unpaid internships or in taking up part-time on-campus jobs, they should express their interest to the Career Center. Students should clearly understand that they may need to spend considerable time and effort at the appropriate time in order to find a position.

The International Student and Scholar Office must approve any employment in the U.S. Please consult an advisor at the ISSO well before undertaking any employment, so that proper permission can be obtained.

On-Campus Employment

A J-1 student is permitted to work on-campus part-time. Employment is limited to 20 hours a week while school is in session. Students may work full-time during vacation periods, provided they are eligible to (and intend to) work full-time. All students must approve and authorize on-campus employment **before** the J-1 student begins working.

It is important to note that the student identification number assigned by the university is **not** a social security number. For paid employment, a regular social security number must be obtained. See the handout entitled "Obtaining Social Security Numbers and How to Apply for Employment" for more information about obtaining a social security number. The application process for a social security number includes the application to "not valid for employment" must obtain a social security number which is valid for employment.

J-1 Academic Training

Academic training is temporary employment directly related to the student's major field of study. It is available before completion of the program of study as well as afterwards. Work is limited to part-time (20 hours per week maximum) while classes are in session. Full-time during vacation periods. The total time permitted for a period of academic training may not exceed 18 months or the total length of the academic program, whichever is shorter. Part

following:

1. A letter of offer from the prospective employer that includes **all** of the following information:
 - the job title
 - a brief description of the "goals and objectives" of the training program
 - the dates and location of the employment
 - the number of hours to be worked each week
 - the name and address of the sponsoring employer
 - salary
2. A letter from the student's academic advisor that contains **all** of the following information:
 - the goals and objectives of the training program
 - the training program's description or (type of work)
 - how the training is related to the student's major field of study
 - why the training is an integral or critical part of the academic program.

If the employment opportunity is a recognized internship for academic credit, and prior to the completion of

of certain information, all information should be provided to the employer and make any necessary changes to the DS-2019 form.

TAXES AND SOCIAL SECURITY

The J-1 student is generally considered a "non-resident" tax status. J-1 students are generally "residents" for tax purposes only after they have been in the US for five years. J-1 professors and J-2 visa holder, however, must pay social -2.

The Social Security Administration will not issue a Social Security Number to J-1 students. Those J-1 visa holders authorized to work who already have a social security card but with the notation "not valid for employment" should bring their current employment authorized DS-2019, I-94, and letter from their employer as evidence of employment authorization. The number may be given to the employer for tax payer identification. A Social Security card is not a card; it is a Social Security Number.

Exchange visitors with J-2 status will also need a Social Security Number to work. The Social Security Card -2 dependent has a valid Immigration Service work card (Employment Authorization Document).

Revenue Service for each year they are present in the U.S. on exchange visas of status. U.S. income U.S. regardless of whether U.S. income was received. Every year, tax return forms must be filed by April 15th in order to report all income and taxes withheld. Information about tax forms and filing can be obtained at the Nonresident Alien Tax Office or the Internal Revenue Service website www.irs.gov. Any foreign national accepting paid employment should contact the Nonresident Alien Tax Office at 410 704-2219 or stop by the office located in the Administration Building, Room 216 lobby area. (See the attached page, U.S. Tax Information for Non-Resident Aliens.) Further information about tax regulations and tax filing is available at www.towson.edu/nrtax.