

CAMPUS EMPLOYMENT: is allowed during your second academic semester at K-State. Maximum hours is 20 per week. Instructions:

Job application checklist

- 1) Find a campus job and get a job offer.
- 2) [Go to your student portal, Look under Visa Sponsorship, and complete the "Work Authorization" form](#)
- 3) Get the necessary signatures and submit the form (be very specific on the dates you want to work, you must STOP working by the last date you list!)
- 4) IIE will send a "Work Authorization Letter" by email. Print the letter.
- 5) [Print this application for a social security number and fill it out](#)
- 6) Go to the Manhattan Social Security Office to apply for a social security number:
  1. Address: 1121 Hudson Ave, Manhattan KS
  2. Phone: 1-877-840-5741
- ii. Please take these Items
  1. Work Authorization Form
  2. Social Security Number
  3. Application Form
  4. Printed I-94
  5. J Visa
  6. Passport
  7. KSU ID
- 7) When you receive your Social Security card in the mail
  - A) PROTECT IT FROM THEFT
  - B) take it to your employer and start working
  - C) Enter it in your kSIS student account (or show it to the Registrar's Office.
  - D) Notify IIE of your new Social Security number