

# **Department Checklist for UM-Flint International Student Temporary Hourly Appointments**

## **Limitation of Hours of work:**

You will need to check with your International Student to make sure of additional appointments outside of your department. The combined total of work cannot be more than 20 hours per week. Failure to abide by this limitation could result in the student's deportation from the country. If you have any questions about your student's schedule or additional work opportunities, please contact the International Student Center at (810) 762-0867.

## **Letters for Social Security Numbers:**

If the International Student does not have a social security number, they will be able to work (provided the I-9 is completed) but they will need to obtain a social security number from the Social Security Administration. A letter from the department needs to be provided to the student, so the student can take the letter to the Social Security Administration Building (N. Chavez, Flint) to begin the process for the Social Security Card. The letter needs to include the following:

- Hiring Department Name (letter needs to be printed on department stationary as well).
- Name of student.
- Title of job the student will be performing.
- Start date of appointment.
- Rate of pay.

After the student has received their social security card, then need to bring that card in person to Tawana Branch (213 UPAV, University HR) to update the system. It is important to provide the social security card to Tawana within 30 days after receiving the card.

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University Human Resources – Flint Campus, (810) 762-3150