

Student Employment Office:
Yost Hall 412, stu-emp@case.edu
Hours: 8:30-5:00, Phone: 216-368-4533

International Students' Employment Process

Finding a job: Use our website at <https://case-csm-symplicity.com/sso/students> . In some instances, you will need to submit a resume and go on interviews.

Once hired: You will be given 3 documents by the hiring department: A Letter of Evidence for on-campus employment, the Hire/Maintenance form, and a job description.

Before you may begin working:

Visit the Office of International Student Services to start the process of applying for a Social Security Card which requires the Letter of Evidence, and apply for the Permission to Work Form.

Once you have the Permission to Work Form, go to the Student Employment Office and bring the following documents:

- Hire/Maintenance Form
- Job Description
- Permission to work (obtained from ISS)
- Visa/Passport, I-20, I-94 (we will make a copy)
- Social Security Card- once you receive it (30-day window) *

*Students who have submitted the above documents and have completed the required employment packet with the Office of Student Employment may begin working while waiting to receive the Social Security Card. Students have 30 days to submit their Social Security Card. Time reporting must be done manually until you have presented your Social Security Card to the Office of Student Employment. A job record will be created in the HCM payroll system shortly after receipt of the card.

Completion of Hire. Once you have submitted your Social Security Card to the Office of Student Employment, you must visit the Department of Human Resources Office of Immigration and Human Resource Service (IHRS) for taxation analysis. To schedule your appointment, email Mark Doblekar at mpd3@case.edu.

Items to bring to IHRS:

- Passport and Visa- valid or expired
- I-20 or DS-2019
- Social Security Card
- Letter of Employment

Center for International Affairs
Office of International Student Services
Tomlinson Hall, first floor, 143
(216)368-2517
International@case.edu

Human Resources
Office of Immigration and Human Resource Service
Crawford Hall, suite 220
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