

Marietta College



Hiring International Students (on-campus only)

Hiring an international student is possible for on-campus positions if your office has the ability to hire blue card workers. Consult with the Office of Student Employment for further details on blue card money, transferring funds or summer employment.

NOTE: The Student Employment Office will NOT permit students to begin working until they have received their social security card. Therefore, please account for up to a three week delay from the time the student applies to an eligible start date.

A message for Marietta College Employers Regarding Social Security:

Federal regulations limit non-citizens to apply for a Social Security Number only after they have been offered employment in the U.S. Those departments who plan to hire an international student for on-campus work will need to verify the employment offer with the Office of Education Abroad in order for the student to apply with the Social Security Administration.

Students must present the letter of employment to the Director of Education Abroad in Thomas 214. The Director will then review the letter and issue a subsequent letter granting permission to work in the U.S. The student must present both letters in person to the Social Security Office. **[View a sample letter for on-campus work only.](#)** ([sample letter.](#))

Please be certain to include all required information whether you follow the sample letter or not. The required details are:

- full name of the student,
- the nature of the job,
- start date,
- number of hours per week/the Employer ID Number,
- employer's phone number,
- name of student's immediate supervisor,
- original employer signature,
- signatory's title and the date.