TO: MONTGOMERY COLLEGE STUDENT ASSISTANTS in F-1 Status
FROM: International Student Coordinators Office

Dear Student,

Congratulations if you have been offered a position as a Student Assistant at Montgomery College! Students in legal F-1 status at MC can get documents through the International Coordinators to work for the College. The College Human Resources/HR Office will process your documents to start working. Employment is limited to 20 hours per week during the regular semesters and may be up to 40 hours per week during summer and winter terms and College breaks. According to Maryland law, employees are entitled to earn paid sick and safe leave at the rate of 1 hour for every 30 hours. These hours can be used by the employees as a time off to attend to their needs. Do the following:

1) Get an "On-Campus Employment Eligibility for F-1 Visa/Status Holders" form signed by your International Coordinator (if you are unsure of who your international coordinator is, they are listed on your I-20). Read it (so you know how to continue to be able to work) and sign it. Make sure your supervisor has a copy of this.

2) Be prepared to show your Social Security Card. If you do not have a Social Security number (SSN), your Work Supervisor needs to complete a "Montgomery College Social Security On-Campus Work Authorization for F-1 Students" form. Your International Coordinator must sign the form after your supervisor and before you take it to the Social Security Administration office. Some Social Security offices will request an additional letter. Call the Social Security Administration to schedule an appointment to apply for a Social Security Card (refer to this link). You may apply at the office nearest you OR, often better, the office nearest the College. Typically you will need to download and fill out an SS5 form (complete the last page), bring that along with your I-20, most recent I-94 form, Work Authorization Form, and passport. Please reconfirm this with the officer on the phone. Social Security will give you a receipt letter and you will receive your Social Security card around two weeks later. This process may take several weeks - schedule the appointment AS SOON AS you are offered the job

3) Schedule an appointment with the Human Resources/HR Office to verify your documents for I-9. After you have received your SSN in the mail, please let your supervisor know and have them send an email to HR stating that you are ready to start the onboarding process. You will be connected with someone from HR and they will give you directions on the appointment to verify your I-9 form.

4) Gain access to Workday, fill out your information, and upload documents. After your appointment with HR, they will give you access to Workday, and you will be ready to work!

For information on tax, please follow this link:
https://www.montgomerycollege.edu/international-and-esl-students/international/current-students/tax-obligations-in-the-united-states.html

If you have any questions, please contact the International Student Coordinators.
International Student Coordinators Office