

# Hiring an International Student

*Looking to hire a student assistant for your department? You should consider hiring an international student!*

## What to Know About International Student Visas

Most international students you will interact with at UWG are on a J-1 or F-1 visa. Students will know which type of visa they have obtained to study in the United States. It is not illegal to ask what type of visa the student is on while studying at UWG!

- **F-1 Visa Students:** students are here to obtain a degree from the University of West Georgia
- **J-1 Exchange Students:** students are at UWG for a semester or year to study as part of their program back in their home country

*There are a few other visa types you may encounter when interviewing an international student. Feel free to call the International Student Admissions & Programs Office to ensure their work eligibility.*

## Social Security Numbers

International students cannot get a social security card unless they begin working. They can begin work before they receive their social security card. In order for the student to obtain a social security card, they will need a job offer letter from you. You can find a fillable PDF of this document on the ISAP website! Just fill in the blanks and **print the paper on your department's letterhead** for the student.

## Hour Restrictions for Working

- Up to 20 hours per week maximum while classes are in session
- Up to 40 hours per week during the summer session and during class breaks (spring break, fall break, thanksgiving, etc.)

## Benefits to Hiring an International Student

- Cross-cultural competencies
- New perspectives and set of skills
- Multi-Lingual
- Maturity and ability to adapt to challenges
- Can assist international students/prospects in your program with requirements to study in the USA!
- Teach your department about a new culture!

## Points to Consider

- Resume and Interview Process will vary greatly from country to country.
- Set clear expectations for the student.
- All international students admitted to the University of West Georgia can speak English fluently.

# EXAMPLE EMPLOYMENT LETTER

FOR INTERNATIONAL STUDENTS TO OBTAIN A SOCIAL SECURITY CARD

**TODAY'S DATE**

United States Social Security Administration  
908 S. Carroll Rd.  
Villa Rica, GA 30180  
(866) 331-2318

This letter **MUST** be printed on department letterhead for the Social Security Administration to accept.

To US Social Security Administration Staff,

This letter is to certify that **STUDENT'S FULL LEGAL NAME** has been offered and accepted a position as **STUDENT'S JOB TITLE** at the University of West Georgia in the **DEPARTMENT'S TITLE** department/unit. The student will be working a maximum of **NUMBER OF HOURS** hours per week and is expected to begin work on **ANTICIPATED START DATE**.

For any further questions about the student's position, please contact their immediate supervisor, **SUPERVISOR'S NAME**, by phone **SUPERVISOR'S PHONE NUMBER**, or email **SUPERVISOR'S EMAIL ADDRESS**.

Sincerely,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

**TO BE COMPLETED BY INTERNATIONAL STUDENT ADMISSIONS & PROGRAMS OFFICE**

I confirm that the above named student is in good academic standing and is authorized to work for the above employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**International Student Admissions & Programs**  
University of West Georgia  
(678) 839-4780

A fillable PDF of this document can be found on our website, or you can obtain a copy by emailing ISAP at [isap@westga.edu](mailto:isap@westga.edu)