



Hiring an International Student: A Guide for On-Campus Departments

Benefits of Hiring an International Student:

Hiring international students can enhance your department in many ways:

- **Diversity and New Perspectives:** International students bring fresh ideas and innovative approaches to problem-solving.
- **Cultural and Linguistic Competencies:** They offer cross-cultural competencies and language skills that enrich team dynamics.
- **Desirable Characteristics:** Attributes such as a deep understanding of diverse cultures and the ability to work collaboratively make international students attractive to top employers.

Step 1: Selection:

Once you have identified an international student whose qualifications match your department's needs, you may proceed with the hiring process.

- **Important:** The student must have a valid Social Security number (SSN) before beginning employment.

Understanding On-Campus Employment

On-campus employment at Stony Brook University includes a wide array of opportunities, such as:

- Positions as teaching, research, or graduate assistants
- Roles within the university library, dining facilities, laboratories, and administrative offices
- Many jobs funded by State and/or Research Foundation
- Employment by on-campus commercial firms (e.g., Starbucks) and some off-campus locations with an educational affiliation (e.g., BNL & Cold Spring Harbor)

Note: Positions at the University Hospital, SB Child Care Center, and Long Island State Veterans Home are **not** considered on-campus. If you are uncertain whether a position qualifies as "on-campus," please consult with Visa and Immigration Services (VIS) before hiring any F-1 or J-1 international student.



Step 2: Obtaining a Social Security Number (SSN)

If the international student does not already have a SSN, you must prepare an offer letter for them to present at the Social Security Office. The offer letter should include:

- **Supervisor Name**
- **Job Title**
- **Department Name**
- **Duration of Position**
- **Rate of Pay**
- **Job Responsibilities**

An offer letter template is available by contacting VIS. **Note:** It may take several weeks for the student to obtain a SSN from the Social Security Administration.

For Social Security Office locations, visit: [SSA Office Locator](#)

Step 3: Required Forms

The international student must complete all standard employment requirements:

- **Form I-9:** The student must complete the I-9 form and present appropriate documents to establish work authorization and identity.
- **Submission:** All required I-9 forms should be submitted to Human Resources. Expect the clearance process to take 1-3 business days.

Step 4: Appointing the Student

Before the student can begin working, they must be appointed in the SOLAR system:

1. **Update the Registrar:** The student must update the Registrar to be cleared for hiring in SOLAR.
2. **Appointment:** Once cleared, the student can be officially appointed into a position in SOLAR and begin work.

For detailed instructions on appointing a student into an assignment in SOLAR, visit: [Appointing Students in SOLAR](#)

Contact Information: For further assistance, please refer to the contacts below:

- **Visa and Immigration Services (VIS):** VIS@stonybrook.edu
- **Career Center (On-Campus Employment):** sbucareercenter@stonybrook.edu