



Office of Student Employment
University Financial Aid
Yost Hall, Room 412
10900 Euclid Avenue
Cleveland, Ohio 44106-7049
phone: 216-368-4533 fax: 216-368-5054
stu-emp@case.edu

International Students' Employment Process

Finding a job: Use our website at <https://cwru.joinhandshake.com/login>. In some instances, you will need to submit a resume and go on interviews.

Once hired: You will review and sign the Hire form, which will be forwarded to our office along with the appropriate job description by the hiring department. You should also receive the Employment Verification form to be submitted to International Student Services-ISS

Before you may begin working: The hiring process is complete when we have received the following in the Office of Student Employment. An email will be sent to you to confirm the activation of your job record in the HCM payroll system:

- Hire Form, Stipend, or Payment Request (for projects of 30 days or less)
- Job description
- Employment Verification (ISS) <https://case.edu/international/international-student-services>
- Payroll Packet (which includes the I-9 Eligibility Form) submitted in person
- Visa/Passport, I-20, and I-94
- Social Security Card, or receipt of Application from the Social Security Administration Office (7 days) *

*Students who have submitted the above documents to the Office of Student Employment may begin working while waiting to receive their Social Security Card. Students have 7 days to submit the receipt of application and 30 days to submit the Social Security Card.

Taxation Analysis – Once you received the email confirming the activation of your job record, you must visit the Office of Immigration and Human Resource Services (IHRS). To schedule your appointment email; Joshua Forquer at jhf55@case.edu, location; Crawford Hall, suite 220.

Students are ineligible to work through the Office of Student Employment while on Co-op or have received approval for waiver of registration.

Employment Guidelines:

- Earnings are paid directly to the student and are not credited against the students' tuition account.
- Pay dates are the 15th and Last business day of the month (EOM)
- **Setting up Direct Deposit:** A valid routing and bank account number to any bank located in the U.S. is all that is required. This is the University's preferred method of payment. Instructions to set up direct deposit are available here; https://case.edu/utech/sites/case.edu.utech/files/2020-02/ESS_DirectDeposit.pdf
- You will receive one check regardless of the number of jobs held
- The pay week begins on a Sunday and ends on a Saturday
- As a student employee, you cannot work more than 20 hours a week during regular academic semesters (Fall & Spring). This 20-hour limit includes a combination of all hours from all on campus positions violating the 20-hour policy will lead to termination of all positions held and it violates your Visa.
- You cannot work during your scheduled class and exam times, even if your professor cancels class or ends class early
- During semester breaks (Winter, Spring and Summer), you may work up to 40 hours per week
- Student employees are not eligible for overtime compensation, so you are never permitted to work over 40 hours per week, or 8 hours a day. This 40-hour limit includes a combination of all hours from all of your campus positions.