



International Student & Scholar Services

On-Campus Employment

Dear Students: On Campus Employment is limited to international students as you are not eligible for Work-Study jobs. In order to find more on-campus employment opportunities, we highly suggest that you visit different offices and departments around the University.

The following places are considered On-Campus Employment:

SMU Dedman Recreational Center: <http://smu.edu/recsports/dedman/>

SMU Libraries: <http://www.smu.edu/libraries/>

Hughes-Trigg Student Center: <http://www.smu.edu/htrigg/>

Other Resources:

The Student employment office lists available on-campus student jobs online. Start by visiting the Student Employment Homepage at http://smu.edu/financial_aid/StEmploy.asp

INTERNATIONAL STUDENTS ON F-1 AND J-1 VISAS ARE NOT ELIGIBLE FOR JOBS THAT ARE LISTED AS “WORK-STUDY.”

Please feel free to contact Meredith Dawson in order to get more information about part-time jobs on campus: **Phone Number:** 214-768-3495, **Location:** Laura Lee Blanton Student Services Building; Enrollment Services, Suite 119A.

What to do after you find a job:

* Once you find an on-campus job, please have your supervisor create a letter of employment for you to bring to our office during walk-in hours to receive the appropriate work authorization forms. Please [click on this link](#) to view the correct format of this letter and to take to your supervisor to have them use it as a reference to follow when they create your specific letter. If needed, you will use this same letter to [apply for an SSN](#), in addition to a second letter given to you from the International Office.

* Student must come to the International Center and meet with an adviser in order to receive formal **written authorization**. You must receive this authorization **before** you begin working in order to maintain their status. Failure to obtain a work eligibility form will result in loss of status.

SAMPLE JOB OFFER LETTER



SMU | INTERNATIONAL
OFFICE

Date:

Name of Student:

Student ID:

Employer: Southern Methodist University

Employer Identification Number (EIN): 750800689

Department:

Supervisor:

Job Description:

Employment Start Date:

Number of Hours work/week:

Signature of Supervisor: