Student Financial Services
Student Employment
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Undocumented Students awarded International Student Work-Study

Background Information

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several key guidelines may request consideration of Deferred Action for Childhood Arrivals and are eligible to apply for work authorization for a period of two years. Individuals whose cases are deferred and who are granted work authorization by the U.S. Citizenship and Immigration Services (USCIS) will be issued an Employment Authorization Card (I-766).

Once the Individual receives the Employment Authorization Card (I-766) from USCIS, the individual must visit the Social Security Office in person to complete and sign an application for a Social Security number.

Employment Procedures for Students

- The student will search on the Student Employment Office website for a work-study job on-campus or off-campus. Unlike our documented international students with work-study, the undocumented students may work off-campus. The student makes direct contact with the supervisor to schedule an interview.

- Once the student is hired, the supervisor will appoint the student online through their SEMS account to an academic year work-study job number. After the student is appointed a confirmation e-mail is automatically sent to the student, supervisor, and SEMS coordinator (usually the department business administrator).

- New student employees are required to complete the documents listed below. The employing department's business administrator will instruct the student accordingly.

    - W-4 (Employee's Withholding Allowance Certificate)
    - Online I-9 (Employment Eligibility Verification)
    - Foreign National Information Form

Employment Procedures for Business Administrators

Undocumented students who live in the United States are awarded International Student Work-Study as part of their financial aid package. The only documents these students are required to present for employment is the **Employment Authorization Card** (I-766) and **Social Security Card** with this restriction - VALID FOR WORK ONLY WITH DHS AUTHORIZATION.

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  - Online I-9 (Employment Eligibility Verification)
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Instructions for the I-9

- **Section 1 –** the student completes Section 1 and will check the following statement: An alien authorized to work until. The student will enter the expiration date from their Employment Authorization Card (I-766). Then under 1. Alien Registration Number/USCIS Number, the student will enter the USCIS number listed on the Employment Authorization Card (I-766).

- **Section 2 –** The employer may use the following documents to complete this section:

  List A - Student's Employment Authorization Card (I-766) issued by USCIS.
  OR
  List B - Driver's License or PennCard
  AND
  List C - Social Security Card with this restriction: VALID FOR WORK ONLY WITH DHS AUTHORIZATION.

Penn Works Bio Screen

Under the VISA Information section, select SP (Substantial Presence) in the Immigration Status field.

If you have any questions, please call John Rudolph at 898-1418 or e-mail rudolph@upenn.edu.

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