



RHODE ISLAND COLLEGE

STUDENT EMPLOYMENT – INTERNATIONAL STUDENTS

An international student can work on campus while studying at Rhode Island College (RIC)!

STEPS

Finding a job

- Utilize **Handshake** (<https://ric.joinhandshake.com>) our online job portal to identify an available opportunity
- Visit the Career Development Center and meet with the Student Employment Coordinator, Diane Hatton to explore ways to find a job on-campus

Navigating the hiring process

1. Secure a job – *Once a department offers you a job...*
2. Request a **letter of intent to hire**, printed on official RIC letterhead – sample available at the Career Development Center
3. Request a **letter of support** from the International Student Advisor
4. Take these letters to the Social Security Administration Office* and apply for a social security number.
The Social Security Administration will give you a letter stating that your request is in process; the letter will include your social security number. You will receive your card within 7 – 10 business days.
5. Bring the original letter from the Social Security Administration to the Career Development Center, together with all other documentation required to complete the hiring process (<http://www.ric.edu/careerdevelopment/Pages/student-employment.aspx>). *We can start the process with the letter but will expect you to show us the card when you receive it.*
6. Once all hiring paperwork is completed, with required documentation, we will connect you with RIC Payroll. They will start the process of setting you up for payment on BankMobile, the college's disbursement system. The Payroll Office will request that you secure a Bank Mobile pin number. You should receive it by the next day.

*Social Security Administration – local offices (<https://www.ssa.gov/boston/RI.htm>) – call ahead to make an appointment

Providence Location: 1 Empire St., Providence, RI, 02903, Phone: 1-800-772-1213

Pawtucket Location: 4 Pleasant St., Pawtucket, RI, 02860, Phone: 1-866-931-7079

Additional information: <https://www.irs.gov/individuals/international-taxpayers/immigration-terms-and-definitions-involving-aliens>

Support at RIC – see RIC website for contact details

Office of International, Immigrant, Undocumented, DACAmented and Refugee Students

Dr. Karina Mascorro, International Student Advisor

Unity Center, Donovan Dining Center, Lower Level, Room 16, Mall Area

Learning for Life – can assist you understand the process, help you navigate *Handshake* to find opportunities, connect you to the Career Development Center to initiate the hiring process for on-campus employment.

Career Development – can assist you find on campus opportunities and to navigate the on-campus employment process.

Career Development Center

Connect to Success



Adams Library, Level 1
Collaborative Study Space



(401) 456-8031



.com/RICCDC



@RICcareer



ric.edu/careerdevelopment