

# INTERNATIONAL STUDENTS!

## Apply for a Job on Campus

### HOW TO APPLY FOR JOBS

1. Visit [jobs.weber.edu](http://jobs.weber.edu)
2. Create an account
3. "Search jobs"
4. Filter results by campus location and hourly jobs
5. Review jobs \*Important note\* Review the date the job was posted
6. Select "Apply for this job"
7. Follow the instructions and submit the required documents
8. Submit the application and wait for the hiring manager to review it

### I GOT HIRED... NOW WHAT?

- Employment letter from your supervisor
- Go to the ISSC office and fill out:
  - Work permit
  - Social Security Form
- Go to the Social Security Administration Office
  - Letter of Employment
  - I-20
  - Passport
  - I-94
  - Letter from ISSC office

Once you have your Social Security Card, go to payroll to fill out the final documents.

### OTHER RESOURCES

#### CAREER SERVICES

Location: Student Services 230

Drop-in hours:

Monday- Friday 11:00 AM- 2:00 PM

Receive drop-in help with:

- Resume Review
- Cover Letter Review
- Mock Interviews
- Professional Headshots

Email: [careerservices@weber.edu](mailto:careerservices@weber.edu)

Phone: 801-626-6393

#### ISSC

Email: [issc@weber.edu](mailto:issc@weber.edu)

Phone: 801-626-6853



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