



Job Application Requirement for International Students

New Orleans Baptist Theological Seminary | Leavell College

To work in the United States, students must acquire a Social Security Number (SSN). The Social Security Office requests that students wait to apply for a SSN until they have been in the U.S. for 10 days. Please allow 2-4 weeks for the SSN application process. Before applying for a SSN, students must have a written job offer. The job must be approved by the P/DSO and Human Resources (HR). This **does not** permit students with a SSN to work off campus. Students are only permitted to work 20 hours per week during the Fall and Spring semesters. Students may work up to 28 hours during Winter and Summer semesters (NOBTS policy). **Students must have authorization from the P/DSO before beginning any job, internship, CPT or OPT. Failure to gain prior approval will result in loss of status.** Students can contact the P/DSO if they need additional information about applying for a SSN. **Please contact the P/DSO before accepting any speaking, preaching, teaching, singing, musical performance, child care, or any other ministry related offers so that we can advise you on how to participate without violating your F-1 status**

Job Application Checklist

Step One: [Apply for Job](#)

- The job must be on-campus unless special authorization is given from P/DSO
- If you need help with the job application, contact Student Life
- You will need to interview for the job and receive a job offer before moving to the next steps

Step Two: Set up Appointment with Human Resources (HR)

- Email hr@nobts.edu to set up an appointment
- HR is located in the Business Office
- Get letter from HR that describes the work that you will be doing
- Get letter from the PDSO that describes the work that you will be doing

Step Three: Apply for a Social Security Number (SSN)

- Make an appointment with the Social Security Administration Office (New Orleans or Kenner)
- Bring letters from HR and the PDSO that describes the work that you will be doing
- Make sure to bring any other [required documentation](#)

Step Four: Complete all Paperwork with HR

- Bring all required documents to your HR appointment (passport, Form I-20, Form I-94, etc.)
- Complete onboarding process with HR

Step Five: Begin Working

- Once all of your paperwork has been received and HR has run your [Form I-9](#) "Employment Eligibility Verification" you may begin working
- F-1 students are limited to working 20 hours per week during the Fall and Spring semesters

Step Six: Bring SSN Card to HR

- It typically takes a 2-4 weeks for the SSN card to arrive; once you have received your SSN card, bring it to HR



General Tax Information

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It is the student's responsibility to legally and honestly file their income taxes each year they are employed in the United States. NOBTS and Leavell College are not responsible for filing student income taxes. Students who need assistance filing their tax return should hire a Certified Public Accountant. Please allow for plenty of time to complete your tax return.

IRS Income Tax

Students who have any potential "taxable income" will be required to pay taxes to the Internal Revenue Service (IRS). This is the taxing agency of the U.S. Government. All F-1 students who have a job, whether on or off campus, will be required to pay Federal Income Tax. Students should receive their W-2 statement from their employer(s) by the end of each January. The W-2 shows how much an employee earned in wages during the previous calendar year and will be used to file their income taxes. Part-time on campus employees are not subject to FICA withholdings. Students will need to file a 1040NR or 1040NR-EZ each year they are employed in the U.S. while on an F-1 visa.

All F-1 students and their F-2 dependents, regardless of age, must file a [Form 8843](#) "Statement for Exempt Individuals and Individuals With a Medical Condition" each year they are present in the United States. This form is required regardless of employment. Even if a student did not receive any wages during the year, they must file Form 8843 for themselves and each of their dependents. This is not an income tax return, rather an informational statement required by the U.S. government. **Form 8843 is due by June 15 of each year.**

Income taxes are due by April 15 of each year. Please allow for plenty of time to complete your tax return. For more information visit www.irs.gov or [Study in the States: Filing Taxes 101](#). It is not recommended for F-1 students to use any general tax software such as TurboTax, FreeTaxUSA, TaxACT, etc. If students need assistance filing their tax return, they should hire a Certified Public Accountant.