



## As an F-1 Student...

Please keep in mind that the primary purpose of your stay in the United States of America on an F-1 Visa is to study. You should not count on finding a job to finance your study or stay in the United States.

Also, please keep in mind that as an International Student on an F-1 Visa, you can only work on campus due to the USCIS regulations. You may work up to 20 hours per week during the semester, and up to 40 hours per week during the official college breaks.

Many students find that working on campus gives them valuable work experiences and enhances their English study.

Good luck!



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*ELI @ HCC*

## How Do I...

### Get a JOB?



# Finding a Job @ Howard Community College

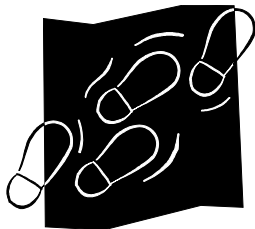
There are two ways to find a job at Howard Community College. One way is through the Financial Aid Office and the other way is through the Human Resources Office.

## Human Resources Office (N100)

1. Go to [www.hccjobs.org](http://www.hccjobs.org)
2. Click on "Search Postings" to find out what jobs are available. Be sure to click on job type "hourly/temporary"
3. Read the job description to make sure that you qualify for the position
4. Click on "apply for this posting" to start your application.

You can apply for a specific position through this website, but the website will also keep your application active for 1 year. This means that when new positions are added, you can use your application to apply for those positions, and supervisors seeking to employ can also browse the database.

Check the website frequently to see new postings.



## Financial Aid Services (RDF-222)

1. Go to [www.howardcc.edu/financialaid](http://www.howardcc.edu/financialaid)
2. Click on "Forms Library"
3. Click on the appropriate academic year
4. Click on "Request for Foundation and Development Work-Study (FDWS)" under Work-Study Forms and Publications on the bottom of the page. If the link that does not work, it means that there are no positions available. Please check back at a later date for openings.
5. Complete the form
6. Go to the "Work-Study Job Board" at <http://www.howardcc.edu/admissions/pay/finaid/workstudy.html> to look for available positions
7. Schedule an interview with the contact person listed on the job posting. Make sure you meet the position requirements.
8. Go back to the "Forms Library" on the internet and click on "Work-Study Hiring Form" and print it out
9. Take the "Work-Study Hiring Form" to the interview
10. If hired, return the completed "Work-Study Hiring Form" to the Financial Aid Office



Again, check the Job Board website frequently to see new postings.

## I Got the Job, Now WHAT?

1. Take the completed "Intent to Hire Form" to the Human Resources Office (N100)
2. Receive an "Intent to Hire Letter" from the office (Look for Ms. Karlyn Young)
3. Receive a "Support Letter" from a DSO in the ELI office
4. Complete the Social Security Application (You can download the application from the website: [www.ssa.gov/online/ss-5.pdf](http://www.ssa.gov/online/ss-5.pdf) or obtain a paper application from the ELI office)
5. Take your 2 support letters, SS application, valid passport, visa, I-94, I-20, and a photo ID to the Social Security Office.
6. The Social Security Office will give you a letter verifying that you have applied for a social security card.
7. Take a copy of that letter to the Human Resources Office and a copy to the Financial Aid Office along with your I-20, passport and visa.
8. When you receive the Social Security Card, take the card to the Human Resources Office.



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You Can Get There from Here