HOW TO GET A JOB ON CAMPUS

2024 EDITION
YOU NEED TO KNOW...

On-Campus Employment

- On-campus employment is defined as employment on the UW-Madison campus or employment at an off-campus location that is educationally affiliated with the university.
  - Questions about if it is on-campus? Ask your ISS Advisor!

- During Fall/Spring semester, international students can work no more than 20 hours per week. During authorized vacation periods, you may work for more hours.
  - UW may limit to no more than 29 hours per week
CHECK OUT OPEN POSITIONS

Student Job Center

Positions are posted on Student Jobs throughout the year and the site is updated daily. For international students, you can select the "UW Student Jobs" on the left to check out the on-campus positions. It is the most important platform for job-seeking at UW-Madison.
CHECK OUT OPEN POSITIONS

Just ISSued & GradConnections Weekly
These are newsletters prepared by the Graduate School or International Student Services. It includes tips, events, announcements, professional development opportunities, etc.

Department websites
If you want to work at certain department, you can check out their official websites frequently.
BEWARE OF SCAMS AT ALL TIMES!

Unfortunately, many F-1 and J-1 international students are common targets of scams. Scams are fraudulent and deceptive “services” used to acquire your money or personal information illegally.

Someone might claim to find a job for you if you pay them money or provide a position with unreasonable high salary from an unofficial UW email address.

Please carefully read the information on ISS website so you can identify a scam and know how to respond if you are targeted.
JOB MATERIALS

For most of the positions on campus, a resume and cover letter are required (check out the position posting to see the documents needed). Some of them may also require references.

Writing center is where you can seek help! You can check out the tips and samples about Cover Letter and Resume. Besides that, you can make an appointment to get feedback on a resume draft!
Each school or college at the University of Wisconsin-Madison has a dedicated career services office. Students can work with their career services office for help with career exploration, searching for internships and part-time jobs, and to take the next step towards their career.
SOCIAL SECURITY NUMBER (SSN)

A Social Security number is required if you work in the U.S. (even if you work on-campus) and can be obtained with proof of legal employment.

See the ISS website to learn how to apply for a Social Security Number (SSN).
Remember to check out these websites and contact your HR before starting your work.

**Office of Human Resources - Employee Payroll services**
- Address: 21 N. Park Street. Suite 5101, Madison, WI 53715
- Phone: 608-265-2257

**International Payroll and Tax Filing Resources - Glacier**
- Email: glacier@ohr.wisc.edu
TAXES ARE VERY IMPORTANT...

As an international student in the U.S., it’s very important that you comply with U.S. tax law and understand the tax filing requirements of your visa.

If any of the following circumstances apply to you during calendar year (Physically present in the U.S. during January-December of 2023), you MUST file a U.S. tax return:

- You worked in the U.S.
- You received a stipend, grant or allowance
- You had no earnings

Tax Information on ISS Website
TAXES ARE VERY IMPORTANT...

If you were working, you would’ve been subject to Federal and State taxes and therefore must file a tax return each year.

If you did not work or receive income in the U.S. you’re still legally obliged to file a tax return (Form 8843) to declare no earnings.

**Important Note:** International Student Services (ISS) does not advise on taxes or tax law. The information provided is intended only as introductory information. If you need help with your taxes, you should contact a professional.

Tax Information on ISS Website
Welcome! Badgers

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