



Louisiana Christian University

Steps for International Students to Work Off Campus:

1. Apply for an Employment Authorization Document (EAD) from the U.S Citizenship and Immigration Services (USCIS).
2. Find a job related to your field of study and secure an offer letter from the employer.
3. Obtain a letter of support and permission from your designated school official (DSO) and submit it along with your EAD and job offer to the USCIS for approval.
4. Ensure that you maintain your F-1 status by enrolling in a full-time course load and adhering to the guidelines set by the USCIS.
5. Reapply for a new EAD if you change employers.

Steps for International Students to Work On Campus:

1. Find a job opening on your campus.
2. Apply for the position directly with the hiring department.
3. Obtain an offer letter from the employer and a signed on-campus employment authorization form from your DSO.
4. Complete the necessary paperwork for payroll and tax purposes.
5. Ensure that your employment does not interfere with your academic performance and comply with any relevant visa regulations.

Steps for International Students to Obtain a Social Security Card:

1. Secure employment on or off-campus.
2. Obtain a job offer letter from your employer and a signed employment authorization form from your DSO.
3. Gather the necessary documents, including your passport, visa, I-94 record, and work authorization.
4. Complete an application for a Social Security card (Form SS-5) and collect all required documentation. [Application for Social Security Card \(ssa.gov\)](https://www.ssa.gov)
5. Present your application and documents at your local Social Security Administration office and wait for your card to arrive.

Filing Taxes as an International Student

We can offer advice to international students on filing taxes in the United States, although they should always seek professional help from a tax expert or an accountant.

1. **Determine your resident status:** International students in the United States are generally classified as non-residents for tax purposes, although some may qualify as residents for tax purposes. The classification will impact which tax forms you need to file and which tax rates you'll be subject to.
 2. **Check your visa status:** International students on an F-1 or J-1 visa are generally exempt from Social Security and Medicare taxes, while those on other visas may be subject to such taxes.
 3. **Gather necessary documents:** You will need to collect your annual income statements such as your W-2 or 1042-S (if applicable), any financial aid or scholarship received, and any other documentation related to your income and expenses.
 4. **Determine your tax filing deadline:** Generally, the U.S. tax filing deadline is April 15th, but if you are an international student, you may have a different deadline due to the tax treaty between the U.S. and your home country.
 5. **Use tax software or consult with a tax professional:** Filing taxes can be daunting, but using tax software like TurboTax or consulting with a tax professional can help make the process easier. These tools can help you determine which forms you need to file, what deductions you qualify for, and how much tax you owe.
 6. **Don't forget state taxes:** Depending on your state's law, you may need to file state taxes as well. Check the tax filing requirements of your state to avoid any penalties.
 7. **Keep copies of all documents:** Make sure to keep copies of all documents related to your tax filing because you may need them in the future.
- ❖ Note that this advice is only to be taken as general guidance for filing taxes in the United States as an international student. Every tax case is unique, and international students should seek help from a tax professional to ensure they are filing their taxes correctly.