Hiring an International Student at CLU

Guidelines from the International Student Services Office

1. The student may not work more than 20 hours per week while school is in session.
2. The student will need to apply for a social security card. This will require a letter from your office, on LETTERHEAD, stating the following:
   a. The student’s full name
   b. The start date for employment
   c. The number of hours per week
   d. The office or department employing the student
   e. The job title or duties
   f. Whether the job is for pay or for reduced tuition or scholarship
   g. The Employer **EIN # 95-2962604**
   h. The employers telephone number
   i. The name of the student’s immediate supervisor
   j. The signature of the supervisor or department head & title