

# Employment Opportunities



Employment opportunities for international students are very limited.

## On-Campus Employment

International students maintaining status (12+ units) are eligible to work on campus up to 20 hours a week during the semester and up to 40 hours a week during the summer.

Since there is no employment office, you will have to look for a job. You can go to the mail room, cashier's office, facilities office, bookstore, different departments and labs, and the cafeteria to ask if there are any open positions.

Also, you should keep checking the available student employment positions at:  
<https://www2.palomar.edu/pages/hr/employment/>

## When you get a job on campus

Once you obtain a job on campus, ask your boss to write a letter of employment addressed to the Social Security Administration indicating the terms of your employment which include the following:

1. Your name
2. Department of Employment
3. Employment Schedule (hours)
4. Starting Wage
5. Proposed Starting Date
6. Supervisor's Contact Information
7. Ask your boss to type the letter on Palomar letterhead paper and sign it

Bring the letter to the Office of International Education so that we can issue you another letter stating that you are allowed to work on campus. Once you receive this letter from us, take the two letters, your I-20, your I-94, and your passport to the Social Security Administration Office to apply for a social security number.

## Local Social security Administration Office

367 Via Vera Cruz  
San Marcos, CA. 92078

Office Hours:  
M-F 9am to 4pm  
Except Federal Holidays

