

Finding Employment as an International Student

Am I allowed to work in the US?

Yes! Full-time international students are allowed to work up to 20 hours per week on campus. Don't ever work off campus without permission, though, as this can jeopardize your legal status.

How do I find a job?

Check out Career Connect, Tech's database of on-campus jobs, internships, and full-time positions. Go to the New Mexico Tech Career Services website at www.nmt.edu/career-services and look for the Career Connect login on the left sidebar. You'll need to register for an account first, then you will be able to search for jobs. Make sure to keep your information updated in Career Connect so that you receive information about relevant jobs and other opportunities!

What should I do once I find a job that interests me?

If you don't have a resume, it's time to create one. Check out <http://www.nmt.edu/resumes-cover-letters-and-more> for help on crafting a great resume. You can also learn about cover letters through that link. When applying for jobs on campus, it is helpful to have a copy of your resume and a schedule of the hours you are available to work.

I can't find any jobs I like through Career Connect. Where else should I look?

Many jobs are posted on Career Connect prior to the start of the fall semester, but jobs may be a bit difficult to find at other times of the year. Many positions on campus are found through networking, so ask your academic advisor as well as the assistant in your department office if they know of any openings. It is also a good idea to check with the following departments, as they hire many students: Auxiliary Services, Admission, and the Gym.

What about working off campus?

International students may only work off-campus through Optional Practical Training (OPT) or Curricular Practical Training (CPT). There are various requirements that must be met to qualify for these, so please contact [Sharon Spurgin](mailto:Sharon.Spurgin@nmt.edu), International Programs Coordinator, for more information.

How do I get a social security number?

You are not able to obtain a social security number until you have received a job offer. Once you have an offer, ask your supervisor to complete a Certification of Employment form on department letterhead. You will need to take this letter along with your I-20 or DS-2019, passport, visa, and I-94 to the Social Security Office in Albuquerque to obtain a social security card. Make sure to take your receipt of application and social security card to Tech's Payroll office so you can be paid for your work.

What if I have other questions?

If you have any other questions or would like help finding a job, please contact [Christina Anthony](mailto:Christina.Anthony@nmt.edu), Career Services Coordinator. Also, keep an eye out for events like Career Fairs and Etiquette Dinners, which can help you find jobs and prepare for your future career. Career Services is here for you!