



## STUDENT EMPLOYMENT PROCESS

As an international student, you are eligible to work on campus. F-1 students may work up to 20 total hours a week on campus without authorization (this total includes any hours working on Curricular Practical Training; please see the [Working in the US](#) handout for more information). J-1 students may work with authorization and must contact the international student advisor before beginning an on-campus job opportunity (please see the [Working in the US](#) handout for more information).

### FINDING AN ON CAMPUS JOB

All available jobs will be posted in Sakai. To access jobs, log in to [Sakai](#) and click on the Student Employment tab. If you do not see the Student Employment tab, please contact Michelle Reardon in the Human Resources office at [mreardon@kgi.edu](mailto:mreardon@kgi.edu) or 909-607-8100.

The screenshot shows the Sakai At The Claremont Colleges website interface. At the top, the Sakai logo and 'At The Claremont Colleges' text are visible. Below this is a navigation bar with several menu items: 'My Workspace', 'Student Employment', 'KGI Policies', and 'More Sites'. The 'Student Employment' menu item is highlighted with a red rectangular box. On the left side, there is a vertical sidebar with navigation options: 'Home', 'Profile', 'Membership', 'Schedule', and 'Resources'. Below the navigation bar, the main content area displays 'My Workspace: Message Of The Day' with an 'Options' button and a welcome message: 'Welcome to Sakai at The Claremont Colleges - a course management and collaborative learning tool. This s Colleges and the Claremont University Consortium, a consortium of five top liberal arts undergraduate colleg documentation, system requirements and information for each College's contact person.'



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You will see a listing of all jobs available. It is wise to check this page on a weekly basis as positions may be posted at any time throughout the semester.

Assignment title	For	Status	Open	Due	In / New
<a href="#">Research Assistant-Biopharmaceutical Sciences</a>	Entire Site	Open	Aug 30, 2016 12:00 pm	Nov 2, 2016 5:00 pm	673/673
<del><a href="#">Federal Work Study- Graduate Assistant</a></del>	Entire Site	Open	Aug 29, 2016 12:00 pm	Sep 16, 2016 5:00 pm	673/673
<del><a href="#">Federal Work Study- Recruitment Graduate Assistant</a></del>	Entire Site	Open	Aug 29, 2016 12:00 pm	Sep 16, 2016 5:00 pm	673/673
<del><a href="#">Federal Work Study- Note Taker</a></del>	Entire Site	Open	Aug 29, 2016 12:00 pm	Sep 16, 2016 5:00 pm	673/673
<del><a href="#">Federal Work Study- Writing Consultant</a></del>	Entire Site	Open	Aug 29, 2016 12:00 pm	Sep 16, 2016 5:00 pm	673/673
<a href="#">Student Consultant</a>	Entire Site	Open	Aug 24, 2016 12:00 pm	Sep 16, 2016 5:00 pm	673/673

Click on a position name to view the details. The details will list the person to whom you need to submit your resume/cv and cover letter to apply for the position.

This is the date by which you must submit your application. The position will be removed after this date.

NOTE: YOU CANNOT APPLY FOR FEDERAL WORK STUDY POSITIONS. As an international student, you do not qualify for the Work Study program.

The first time you obtain a job, you will need to apply for a social security number. Please provide the [Job Offer Letter Instructions](#) to your new employer to create a job offer letter. Bring this letter to the International Student Services office to receive the second letter needed to apply for the SSN. Please see the [A Guide to Working in the US](#) for detailed instructions.



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### FREQUENTLY ASKED TAX QUESTIONS

#### **Am I considered a "non-resident alien" or a "resident alien" for tax purposes?**

An NRA is a foreign national on a temporary visa who is not making a permanent home in the US. As an international student, you are a non-resident alien.

#### **Are NRAs automatically exempt from FICA and Disability taxes?**

No. Your visa type determines what taxes you must pay:

VISA TYPES	FICA	DISABILITY
F-1	Exempt for the first 5 years from date of entry; thereafter may be exempt based on student enrollment.	Exemption based on enrollment status.
J-1 Students	Exempt for the first 5 years from date of entry; thereafter may be exempt based on student enrollment.	Exemption based on enrollment status.
J-1 Scholars, Researchers	Exempt for either the first 2 calendar years in the US, or 2 out of the first 6 calendar years in the US regardless of visa status	Must pay Disability.
H-1B, O-1	Must pay FICA.	Must pay Disability.
J-2, H-2	Must pay FICA.	Must pay Disability.

#### **What is an NRA W-4 Form and how do I fill it out?**

You must file an NRA [W-4 form](#) to declare your Federal tax withholding status. When completing the NRA W-4, you:

- May not claim "Married"
- May not claim "Exempt"
- May not claim more than "01" allowance (unless you are a resident of Canada, Japan, Mexico, or Republic of Korea, in which case you may claim any number of allowances.)
- Must follow the special instructions found in [IRS publication 1392](#) to properly complete the form

**If you are exempt due to a tax treaty (see section below), you must also submit Form 8233, and Revenue Procedure Letter in most cases, to allow Payroll to report you as "exempt" from Federal Income Tax.**



KECK GRADUATE INSTITUTE  
*of Applied Life Sciences*

International Student Services  
535 Watson Drive, Claremont, CA 91711  
Phone: 909-607-8586 / Fax: 909-607-8086  
Email: [international@kgi.edu](mailto:international@kgi.edu)

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### FREQUENTLY ASKED TAX QUESTIONS

#### **What is a tax treaty, and how does it apply with respect to wages paid to NRAs?**

A tax treaty is an agreement entered into between governments under which each country agrees to limit or modify the application of its domestic tax laws in an attempt to avoid double taxation of income - that is, having the same income taxed by both countries. Tax treaties vary, but they generally limit or exempt U.S. taxation of compensation made to residents of the foreign country. Some tax treaties are limited to an amount of time per year, and/or a limited dollar amount per year. Wages earned beyond either limit are subject to federal income tax. See IRS Publication 901 "US Tax Treaties" at the [IRS web site](#) for more information.

#### **What is an 8233 NRA Withholding Exemption Form and when do I have to submit it?**

Form 8233 allows you to claim "exempt" from federal withholding on earnings as allowed by certain tax treaties. You have to submit an 8233 form when you are hired/rehired, whenever you change job types or visa types, and **each December for the upcoming calendar year** if the tax treaty is to be applied. If an 8233 is not filed, the tax treaty will not be applied, and no tax refund will be granted if taxes are withheld.

#### **How do I complete Form 8233?**

Print or download [Form 8233](#). You will find the official IRS instructions on that link. You may also find the [simplified instructions](#) compiled by USC helpful when completing the 8233. Be sure all fields are completed appropriately.

#### **What is a Form DE-4 and do I have to fill it out?**

Tax Treaties apply to Federal taxes only; you are still required to follow State tax requirements. The DE-4 Form is the tax withholding certificate for State of California Taxes and there are no restrictions to what you may claim on this form. Filing this form is optional. If you don't file a DE-4, the same allowance you claimed on the NRA W-4 form will be applied to State of California taxes. You can find the DE-4 [here](#).

#### **With which countries does the U.S. currently have a tax treaty?**

See [IRS Publication 901](#). For further questions, go to the [IRS web site](#), or call 1-800-829-1040.