

Procedures for Applying for On-Campus Student Employment at UH-Manoa for EWC J-1 Students

- Eligibility: Full-time enrollment or approval for reduced course load (UH/EWC)
Notation on back of EWC Participation Agreement (if any)
Satisfactory academic progress/participation in EWC programs
- Step 1. Log-in to the SECE Database: <https://www.hawaii.edu/sece/>
Search for position and make appointment(s) for interview(s).
Upon receipt of offer(s), make decision on student employment.
- Step 2. Complete EWC Request for on-campus employment [[form-fillable pdf](#)]
Ask prospective employer to complete section on back”
Certification of Offer of Employment including CDSE/SECE Referral No.
[Note: If you are offered a half-time UHM Graduate Assistantship you may be eligible for tuition/insurance benefits. Please see back of this page.]
- Step 3. Take completed form to EWC Scholarship Coordinator for approval.
[Note: **Non-Tax Treaty Students should also speak with Scholarship Support Assistant as employment will result in loss of ‘personal exemption’ resulting in increased tax withholding.**]
(Scholarship Coordinator will forward to Visa Office for Employment Authorization Letter.)
Visa Officer will e-mail student when letter is ready.
-Original letter will be faxed to UHM-SECE
-Copies will be provided to Scholarship Coordinator and student.
- Step 4. If you already have a Social Security Number, proceed to SECE with passport, DS-2019, I-94, and copy of employment authorization letter.
- If you need to apply for a Social Security Number, please complete form **SS-5** (Application for a Social Security Card) and proceed to the local Social Security Administration Office in the Federal Building (corner of Ala Moana Blvd. and Punchbowl Streets), Rm. 1-114, 300 Ala Moana Blvd., Honolulu, HI 96813 with your **passport, DS-2019, I-94, and copy of your employment authorization letter**. Hours are M~F, 8:30 a.m. ~ 3:30 p.m.
Tel: 1-800-772-1212 Website: <http://www.ssa.gov>
- Step 5. Upon receipt of your SSN in the mail (5~10 days after applying), proceed to SECE with passport, DS-2019, I-94, and copy of employment authorization letter.
- Step 6. Inform EWC Scholarship Support Assistant of new Social Security Number and complete new Form W8-BEN.
- Step 7. If you were previously assigned an ITIN, send a copy of your new Social Security Card with a copy of your ITIN Notice to the IRS ITIN Unit to cancel your ITIN. Address available on ITIN Notice.

**STUDENTS ELIGIBLE FOR UHM TUITION AND INSURANCE BENEFITS
AS PART OF THEIR HALF-TIME GRADUATE ASSISTANTSHIP**

The East-West Center's APPLICATION FOR J-1 STUDENT ON-CAMPUS EMPLOYMENT AUTHORIZATION includes UHM-verified eligibility for both these benefits. These benefits, however, are **not automatic** and require the student to:

- a) Request the tuition waiver via the UHM Graduate Division's GRADUATE ASSISTANT TUITION EXEMPTION REQUEST FORM
<http://www.hawaii.edu/graduate/download/forms/ga/gate.pdf>
- b) Enroll via their UH Department for **EUTF Insurance Coverage**
 - a. **The EWC Education Program will reimburse the student on fellowship for his/her portion of the premium** upon presentation of the appropriate receipts to the Education Program Scholarship Support Assistant. [Note: **The EUTF Plan is by far more comprehensive than the UHM Student Plan and may include dental and vision benefits.**]
- c) The EUTF Insurance does not include RME coverage (a J status requirement), so **J-1 students need to purchase RME insurance in conjunction with their EUTF coverage.** [Note: One option is the \$30/year plan from BETA via www.betins.com.]
 - a. **The EWC Education Program will reimburse J-1 students on fellowship for the RME insurance fee** as appropriate upon presentation of a receipt.
 - b. **If under the EWC's J visa sponsorship, students need to provide in a timely manner to the Visa Office evidence of appropriate health/RME coverage for the period if not enrolled in the standard UHM Student Insurance Plan**