

Money-Related Topics for International Students

International student hiring process:

The International Office is not involved in the international student hiring process.

However, for those who intend to apply for a Social Security number (SSN), we provide the following documents.

- 1) a job offer letter template for the hiring department to fill out
- 2) a proof-of-enrollment letter from our office, verifying that the student is maintaining F-1 status.

NOTE: The format of both of the above documents is dictated by the San Marcos Social Security Office according to Department of Homeland Security regulations. For more information about this format, see our Request Form under "*Proof-of-Enrollment Letter – Social Security for On-campus Employment*" at http://www.international.txstate.edu/Help_Support/downloads.html.

Regardless of any prior on-campus employment, all newly hired international students must take their I-20, passport, Social Security Card or Social Security application receipt, and hiring paperwork to the Payroll Office. If you do not yet have an SSN, they will let you know whether your documents are sufficient to begin working, though you will not receive a paycheck until you have an SSN.

Contact: Sally Moss

Location: J. C. Kellam Building, Room #580

Phone: 245-8310

Email: sm15@txstate.edu

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Qualifying to pay in-state tuition:

All questions about qualifying to pay in-state or resident tuition must be addressed through the Office of Undergraduate Admissions. Regardless of a student's level of study, you must contact the person below.

Contact: Maria Perez

Location: Office of Undergraduate Admissions, 429 N. Guadalupe

Phone: 245-2364

Email: mp06@txstate.edu

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Financial Aid and Scholarships:

The International Office has a few applications available in our reception area, but these applications must be submitted to the Office of Financial Aid and Scholarships where they are processed.

See <http://www.finaid.txstate.edu/scholarships/international.html>.

Location: J. C. Kellam Building, Room 240

Phone: 245-2315

Email: finaid@txstate.edu

Texas Public Education Grant (TPEG): Each fall and spring semester, the International Office announces the availability TPEG applications for the following semester. We send an email to all F-1 students announcing the date applications will be available and the deadline for submitting application packets.

NOTE: Although TPEG applications are submitted to the International Office, they are then reviewed by a committee designated by the Office of Financial Aid and Scholarships. The TPEG is ultimately awarded through the Office of Financial Aid and Scholarships, and that office notifies each applicant of TPEG award or denial.

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Health insurance waiver:

International students are required to purchase the student health insurance plan or to show proof of comparable insurance to the Student Health Center. The health insurance fee is automatically added to the fee bill at the time of registration. If you prefer to use another insurance policy, you must submit the health insurance waiver form to the Student Health Center.

See <http://www.healthcenter.txstate.edu/internationalstudents/internationalstudents.asp>

Contact: Hope Montana

Location: Student Health Center, 298 Student Center Drive

Phone: 245-2161

Email: em14@txstate.edu