This guide will answer many of your questions about on-campus job opportunities and off-campus searches. It will also detail the employment process, including eligibility information and forms that you must complete in order to receive payment.

### How to Find an On-Campus Job and Resources to Help You

1. **SIGN UP on SAIC LAUNCH**
   Accessible to SAIC students once enrolled in classes, LAUNCH is a job and opportunity database that lists on- and off-campus jobs from employers looking to hire SAIC students. In addition to on-campus employment, part-time, freelance, and full-time positions are posted.

   Students may apply directly to these positions according to the application procedures described.

   saic.edu/saiclaunch

   If you have questions about an application process, a specific position, or need assistance with your resume and portfolio, you should:

2. **VISIT the CAREER + CO-OP CENTER**
   Our staff will help prepare you for a successful job search both on and off campus. We will discuss your skills and experience, and come up with a strategy for finding an appropriate job, which compliments your school schedule. We also assist with research, cover letters, networking and more!

   **Schedule an appointment:**
   supersaas.com/schedule/SAIC_Career_Services

   or stop by our offices:
   112 S. Michigan, 14th floor
   312.499.4130

   and follow us online:
   Facebook.com/careers
   Blogs.saic.edu/careers

3. **PREPARE FOR POSITIONS**
   In preparation for an on-campus position, students must complete the required employment forms (I-9 packet) when accepting a position. These documents are available in the Student Financial Services office and must be submitted within three days of employment.

   **Note:** SAIC students, who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, are not eligible for student employee positions. If a student applies for and receives a financial aid award package that includes student employment earning eligibility they will not qualify for this award if they are employed in a regular full-time, part-time, special projects, temporary staff or faculty position at SAIC or AIC while enrolled at SAIC. A student eligible for student employment, who applies for and is offered a regular full-time, part-time, special projects, temporary staff or faculty position will not be able to work in a student employment position at SAIC, and have to discontinue their student employment if working as a student employee at the time they begin employment at SAIC or AIC as a regular full-time, part-time, special projects or temporary staff or faculty member.

   The only exception to this policy will be made for students who are staff or faculty members and who have a TA position. For these students who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, their TA position will be paid as a temporary staff job through the staff employee payroll rather than the student employee payroll. In order to hire a person as a TA, a Position Requisition and Personnel Action form will need to be completed, including the appropriate signatures, and forwarded to Human Resources. For assistance with this process, please speak to the hiring department’s Administrative Director.

### Departments That Can Help You With Employment Questions

<table>
<thead>
<tr>
<th>Career + Co-op Center</th>
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<tbody>
<tr>
<td>112 S. Michigan, 14th floor</td>
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<td>312.499.4130</td>
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How to find jobs on and off campus that are a good fit for you and information on co-op internships for course credit

<table>
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<tr>
<th>Student Financial Services – Student Payroll</th>
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<tbody>
<tr>
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Employment information specifically for international students
HOW TO GET STARTED

This guide will answer many of your questions about on-campus job opportunities and off-campus searches. It will also detail the employment process, including eligibility information and forms that you must complete in order to receive payment.

DEPARTMENTS THAT CAN HELP YOU WITH EMPLOYMENT QUESTIONS

**Career + Co-op Center**
112 S. Michigan, 14th floor
312.499.4130 | careers@saic.edu

How to find jobs on and off campus that are a good fit for you and information on co-op internships for course credit

**Student Financial Services – Student Payroll**
Sullivan Center, 36 S. Wabash Ave., suite 1218
312.629.6600 | saic.edu/studentpayroll

Questions about employment eligibility and forms

**International Affairs**
Sullivan Center, 36 S. Wabash Ave., suite 1203
312.629.6830 | intaff@saic.edu

Employment information specifically for international students

EMPLOYMENT ELIGIBILITY

**How to Find an On-Campus Job and Resources to Help You**

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   saic.edu/saiclaunch

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2. **VISIT the CAREER + CO-OP CENTER**
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   Schedule an appointment:
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   or stop by our offices:
   112 S. Michigan, 14th floor
   312.499.4130
   and follow us online:
   Facebook.com/careers
   Blogs.saic.edu/careers

3. **PREPARE FOR POSITIONS**
   In preparation for an on-campus position, students must complete the required employment forms (I-9 packet) when accepting a position. These documents are available in the Student Financial Services office and must be submitted within three days of employment.

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   The only exception to this policy will be made for students who are staff or faculty members and who have a TA position. For these students who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, their TA position will be paid as a temporary staff job through the staff employee payroll rather than the student employee payroll. In order to hire a person as a TA, a Position Requisition and Personnel Action form will need to be completed, including the appropriate signatures, and forwarded to Human Resources. For assistance with this process, please speak to the hiring department’s Administrative Director.
Types of On-Campus Employment

Jobs of various skill levels are available in many SAIC departments for students from all class levels. Previous experience is not necessarily required. Job types include:

- Administrative and Clerical: Academic and studio departments, student services, and support
- Library and Media: Libraries and collections, film, radio, TV, multimedia, and newspaper
- Technology: Computer resources, equipment authorizations, software training and support
- Instructional Shops: Classroom and equipment support

PAY RATES:

Undergraduate: $8.25–9.75/hr

Graduate: $8.25–12.00/hr

NOTE: Jobs and earnings are not guaranteed.

Jobs and earnings are not guaranteed.

On-Campus Employers

The following departments have multiple positions and hire several students.

Instructional Resources and Facilities Management (IRFM)
artemic.edu/webspaces/portal/irfm/stud_employ

- Betty Rymer Gallery
  33 S. State St., 7th floor
  312.629.6635 | exhibitions-saic@saic.edu

- Sullivan Galleries
  33 S. State St., 7th floor
  312.629.6635 | exhibitions-saic@saic.edu

- Visiting Artists Program
  Sharp Building, 37 S. Wabash Ave., 1220
  312.899.5185 | vap@saic.edu

Admissions
Sullivan Center, 36 S. Wabash Ave., 1201
312.629.6100 | admss@saic.edu

Photography
Columbus Drive, 280 S. Columbus Dr., 103
312.443.7277 | photo@saic.edu

Film, Video, New Media, and Animation
MacLean Center, 112 S. Michigan Ave., 5th floor
312.345.3587 | fmnm@saic.edu

Resale Centers
- Resale Center, Columbus Drive/Sharp Building

F Newsmagazine
116 S. Michigan Ave., 2nd floor
312.345.3756 | fnews@saic.edu

Contemporary Practices
Sharp Building, 37 S. Wabash Ave., 3rd floor
312.899.5180 | ftp@saic.edu

Exhibitions/Exhibition Studies
33 S. State St., 7th floor
312.629.6635 | exhibitions-saic@saic.edu

- John M. Flaxman Library
  Sharp Building, 37 S. Wabash Ave., 6th floor
  312.899.5097 | flaxman@saic.edu

- Academic Advising
  Sullivan Center, 36 S. Wabash Ave, 1204
  312.629.6800 | studenthelp@saic.edu

- Architecture, Interior Architecture, and Designed Objects
  Sullivan Center, 36 S. Wabash Ave., 1257
  312.629.6650 | aiad@saic.edu

- Arts Administration and Policy
  Sharp Building, 37 S. Wabash Ave., 7th floor
  312.899.1232 | artadmin@saic.edu

- Art Education
  Sharp Building, 37 S. Wabash Ave., 7th floor
  312.899.7481 | arted@saic.edu

- Art Therapy
  Sharp Building, 37 S. Wabash Ave., 7th floor
  312.899.7481 | arttherapy@saic.edu

- Art and Technology Studies
  MacLean Center, 112 S. Michigan Ave., 512
  312.345.3564 | ats@saic.edu

- ARTICard Office
  Sharp Building, 37 S. Wabash Ave., 1008
  312.499.4130 | car@sac.edu

- Career + Co-op Center
  112 S. Michigan, 14th floor
  312.499.4130 | careers@saic.edu

- Ceramics
  Columbus Drive, 280 S. Columbus Dr., 103
  312.443.3732 | ceramics@saic.edu

- Communications
  116 S. Michigan Ave., 6th floor
  312.499.4213 | communications@saic.edu

- Computer Resources and Information Technologies (CRIT)
  MacLean Center, 112 S. Michigan Ave., 9th floor
  312.345.3535 | crithelpdesk@saic.edu

- Development
  116 S. Michigan Ave,, 5th floor
  312.499.4182 | saic_development@saic.edu

- Disability and Learning Resource Center
  116 S. Michigan Ave., 13th floor
  312.499.4278 | dlrc@saic.edu

- Early College Program
  Sullivan Center, 36 S. Wabash Ave., 1440
  312.899.7458 | ec@saic.edu

- ExTV
  MacLean Center, 112 S. Michigan Ave., 1401
  312.345.3609 | extv@saic.edu

- Fashion Design
  Sullivan Center, 36 S. Wabash Ave., 7th floor
  312.629.6770 | fashion@saic.edu

- Fiber and Material Studies
  Sharp Building, 37 S. Wabash Ave., 901
  312.899.5314 | kloomis@saic.edu

- Foundry
  Columbus Drive, 280 S. Columbus Dr., B-026
  312.443.3552

- Free Radio SAIC
  MacLean Center, 112 S. Michigan Ave., 1401
  312.345.3609 | freeradio@saic.edu

- Gene Siskel Film Center
  333 N. State St. | 312.846.2080

- Health Services
  116 S. Michigan Ave., 13th floor
  312.499.4288 | healthservices@saic.edu

- Historic Preservation
  Sullivan Center, 36 S. Wabash Ave., 1257
  312.629.6680 | hpres@saic.edu

On-Campus Employers Continued

The following departments hire as needed. Updated department contact information can be found at saic.edu/contact.
Types of On-Campus Employment

Jobs of various skill levels are available in many SAIC departments for students from all class levels. Previous experience is not necessarily required. Job types include:

- **Administrative and Clerical:** Academic and studio departments, student services, and support
- **Gallery, Exhibitions, and Events:** SAIC galleries, art installation, visiting artists events
- **Instructional**
  - Instructional jobs, classroom and equipment support
- **Library and Media:** Libraries and collections, film, radio, TV, multimedia, and newspaper
- **Technology:** Computer resources, equipment authorizations, software training and support

**PAY RATES:**

- Undergraduate: $8.25–9.75/hr
- Graduate: $8.25–12.00/hr

NOTE: Jobs and earnings are not guaranteed.

The following departments have multiple positions and hire several students.

**On-Campus Employers Continued**

The following departments hire as needed. Updated department contact information can be found at saic.edu/contact.

**Academic Advising**
Sullivan Center, 36 S. Wabash Ave., 1204
312.629.6800 | studenthelp@saic.edu

**Architecture, Interior Architecture, and Designed Objects**
Sullivan Center, 36 S. Wabash Ave., 1257
312.629.6630 | aiado@saic.edu

**Arts Administration and Policy**
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.1232 | artsadmin@saic.edu

**Art Education**
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arted@saic.edu

**Art Therapy**
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arttherapy@saic.edu

**Art and Technology Studies**
MacLean Center, 112 S. Michigan Ave., 512
312.345.3564 | ats@saic.edu

**ARTCard Office**
Sharp Building, 37 S. Wabash Ave., 1008
312.499.4130 | careers@saic.edu

**Career + Co-op Center**
112 S. Michigan, 14th floor
312.499.4951 | careers@saic.edu

**Communications**
Sullivan Center, 36 S. Wabash Ave., 7th floor
312.629.6710 | fashion@saic.edu

**Contemporary Practices**
Sullivan Center, 36 S. Wabash Ave., 1204
312.629.6800 | studenthelp@saic.edu

**Designs**
Sullivan Center, 36 S. Wabash Ave., 1257
312.629.6630 | aiado@saic.edu

**Development**
116 S. Michigan Ave., 5th floor
312.499.4182 | saic_development@saic.edu

**Disability and Learning Resource Center**
116 S. Michigan Ave., 13th floor
312.499.4278 | dlrc@saic.edu

**Early College Program**
Sullivan Center, 36 S. Wabash Ave., 1440
312.899.7458 | ecp@saic.edu

**ExTV**
MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

**Fashion Design**
Sullivan Center, 36 S. Wabash Ave., 7th floor
312.629.6670 | fashion@saic.edu

**Fiber and Material Studies**
Sharp Building, 37 S. Wabash Ave., 901
312.899.5134 | kloomis@saic.edu

**Foundry**
Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552

**Free Radio SAIC**
MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | freeradio@saic.edu

**Gene Siskel Film Center**
164 N. State St. | 312.846.2080

**Health Services**
116 S. Michigan Ave., 13th floor
312.499.4288 | healthservices@saic.edu

**Historic Preservation**
Sullivan Center, 36 S. Wabash Ave., 1257
312.629.6680 | hpres@saic.edu

**Information Technologies (CRIT)**
Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552

**Libraries**
Sullivan Center, 36 S. Wabash Ave., 7th floor
312.629.6710 | fashion@saic.edu

**Medicine**
312.899.5185 | vap@saic.edu

**Resale**
312.629.6680 | hpres@saic.edu

**SAIC DEPARTMENTS OFFERING STUDENT EMPLOYMENT**

Updated department contact information can be found at saic.edu/contact.
On-Campus Employment Eligibility

- Domestic and eligible Permanent Non-Resident students will find their eligibility for Federal Work-Study (FWS) listed on their award letter. Award amounts vary based on financial need and academic level. This eligibility was determined as a result of filing a FAFSA, and is needed for most on-campus jobs during the fall and spring semesters. Students with FWS eligibility need to be enrolled at least half-time to work on-campus.

- Students who wish to work on campus during the summer and winter terms do not need to have FWS eligibility. However, they must have been enrolled for at least 6 hours during the preceding fall or spring term and for the following term, with the exception of those in their final term prior to graduation. Students who meet the requirements to work during the summer and winter terms are eligible to work up to 40 hours per week (all jobs combined) if they are not in classes. It is not advisable for a student enrolled in classes to work 40 hours.

For International Students

- International students cannot be awarded Federal Work-Study (FWS) eligibility but can work in on-campus jobs that require FWS eligibility. You may not work off campus without authorization from International Affairs.

- Employment is limited to 20 hours per week for international students during fall and spring terms and 40 hours during winter and summer terms. SAIC requires you to present evidence of applying for your Social Security Number (receipt letter) by the end of the third business day after your first day of work. Students and managers can visit saic.edu/international > Maintaining Legal F-1 Status
On-Campus Employment Eligibility

- Domestic and eligible Permanent Non-Resident students will find their eligibility for Federal Work-Study (FWS) listed on their award letter. Award amounts vary based on financial need and academic level. This eligibility was determined as a result of filing a FAFSA, and is needed for most on-campus jobs during the fall and spring semesters. Students with FWS eligibility need to be enrolled at least half-time to work on-campus.

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SAIC requires you to present evidence of applying for your Social Security Number (receipt letter) by the end of the third business day after your first day of work. Students and managers can visit saic.edu/international > Maintaining Legal F-1 Status
Off-Campus Employment

Career + Co-op advisors can assist with research, applications, résumés, cover letters, portfolios, and interview preparation for jobs outside SAIC. They also facilitate networking opportunities with SAIC alumni, creative professionals, and host workshops to help you develop employment skills.

Make an appointment with a Career Advisor by visiting supersaas.com/schedule/SAIC_Career_Services. Visit the Launch website at saic.launch.com to browse a constantly updated list of jobs and career opportunities specifically for SAIC students.

**Job Search Strategies**

- Be prepared to respond to job openings immediately. Have a résumé and cover letter ready that can be quickly customized to specific job openings.
- Understand your skills and strengths. Know how to describe them to potential employers.
- Stand out from other candidates; highlight for the employer what makes you the best candidate for the job.
- Network! Your contacts will help you learn about the 80% of jobs that may never be formally announced.
- Don’t make advertised jobs your primary focus. Look for opportunities on niche job sites, such as chicagoartistsresources.org, idealist.org, and saic.launch.com rather than the large job sites.

**Co-Op Internship Opportunities**

Co-op internships include positions with individual artists, photographers, museums, galleries, multimedia firms, film and video production houses, interior architecture firms, fashion designers, and community service organizations. In the event that you make a request for an employer outside of the Co-op Program, you must seek approval from the co-director of the Career + Co-op Center before you can participate in the internship. Many of our positions offer an hourly wage, and Federal Work-Study funds can be used for positions with not-for-profit organizations if the organization meets the matching requirement. We also host an annual Co-op Internship Fair every December that features more than 50 Co-op employers. This event gives students the opportunity to interview and meet Co-op employers for upcoming internships.

**Note:** Currently enrolled degree-seeking students are not eligible to be Co-op employers.

**Co-op Orientation Dates 2014-2015**

Location for each orientation session: Sharp Building, Student Leadership Suite, room 205, 12:00-1:00 p.m.

<table>
<thead>
<tr>
<th>FALL 2014</th>
<th>FALL 2014</th>
<th>SPRING 2015</th>
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</tbody>
</table>

*The three August orientations are located in the Student Leadership Suite, Sharp room 205, 12:00-1:00 p.m.*

**The Co-op Process**

To participate in Co-op during a fall, spring or summer semester, you must attend a Co-op Orientation where you are given general information and program requirements. You can also complete an online Co-op Orientation where you will be asked to review and fill out a required quiz. Please visit saic.edu/coop_quiz. After completing an online orientation or a regular orientation, schedule an appointment to meet with an advisor. Employer referrals are provided to you and the interview process begins. Once you have secured a Co-op position, you return to the Co-op office to register. You are assigned a faculty advisor who is also responsible for awarding course credit.

**Note:** Co-op is a class and satisfies the off-campus requirement and/or studio credit. Tuition is charged.
**TEACHING ASSISTANTSHIPS (TA)**

For graduate students interested in teaching at the college level, a TA position is an ideal way to get experience and additional mentorship from faculty members. These positions range from assisting a professor in a classroom, to providing technical assistance in a fabrication studio, or even teaching a class solo.

TA positions are available in most SAIC studios and academic departments as well as fabrication studios and output centers. Three to six hours of class time are required, per week per class, along with additional preparation time outside of class.

Earning eligibility is not required to be a TA; however, a student must be enrolled at least half-time to hold a TA position. (Post-bacc students are not eligible to hold TA positions, regardless of past experience or expertise.)

There are two types of TAs:

- **TA-A positions** involve teaching a class on your own. These positions pay $20 per hour.

- **TA-B positions** involve assisting a teacher with a class or providing technical assistance in instructional shops or fabrication studios. These positions pay $12 per hour.

New graduate students typically do not hold TA positions until their second semester.

Available TA positions are posted on SAIC’s Career + Co-op Center opportunities database at saic.launch.com one semester in advance — every fall semester (November) for spring and winter TAs and every spring (April) for summer and fall TAs. Watch for an email announcing deadlines from the Career + Co-op Center.

Sometimes there are fall TA positions open for first year grad students if a department or instructional shop has not filled all its slots during the previous spring application period. First year grad students are encouraged to check in with their home departments. Other departments using TAs are Contemporary Practices, the Sharp Instructional Shop, the Sullivan Fabrication Studio, and the Advanced Output Center.

**OTHER SAIC EMPLOYMENT OPPORTUNITIES**

**FABRICATION STUDIO, AND THE ADVANCED OUTPUT CENTER.**

Other departments using TAs are Contemporary Practices, the Sharp Instructional Shop, the Sullivan Fabrication Studio, and the Advanced Output Center.

**CO-OP ORIENTATION DATES 2014-2015**

Location for each orientation session: Sharp Building, Student Leadership Suite, room 205, 12:00–1:00 p.m.

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* The three August orientations are located in the Student Leadership Suite, Sharp room 205, 12:00-1:00 p.m.
Forms You are Responsible for Completing Prior to Employment

I-9 Packet — If you are a first-time SAIC employee, submit an I-9 packet within three days of employment. The I-9 packet includes:

- Federal I-9 Employment Eligibility Verification form
- Federal and State W-4 forms
- Drug-Free Certification Statement

Complete these forms immediately to meet federal regulations. Federal law requires that employees complete the employee section of the I-9 employment eligibility verification form no later than the end of the first day of employment. Employees must present documents evidencing their identity and work authorization from the lists of acceptable documents accompanying the I-9 as listed on page 9 of this guide. If an employee fails to comply with these legal requirements, they will not be able to work for the School of the Art Institute of Chicago.

Student Employment Authorizations — Once you have secured a job, your supervisor will complete a Student Employment Authorization for you online. You will receive an e-mail requesting that you approve the authorization and terms for employment in SAIC Self-Service, clicking on the Employee Center and completing the correct information on the “Direct Deposit/Paychecks” link. Students choosing not to use Direct Deposit will have to pick up their paychecks at the Cashier/Bursar’s Office according to the Student Payroll Schedule. Paychecks not picked up are mailed after 14 days.

Getting Paid & Employment Forms for On-Campus Positions

The ARTICtime Dashboard is at artictime.artic.edu

To complete Form I-9: provide one document from List A — OR — one document from List B — AND — List C. All documents must be originals and must be unexpired. Faxed or copies of originals cannot be accepted.

LIST A
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport and
   b. Form I-94 or Form I-94A that has the following:
      1) The same name as the passport
      2) An endorsement of the alien’s nonimmigrant status, as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia ( FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B
Documents that Establish Identity

1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C
Documents that Establish Employment Eligibility

1. A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:
   1) Not valid for employment
   2) Valid for work only with INS authorization
   3) Valid for work only with DHS authorization
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-150)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

FOR EXAMPLE, A DOMESTIC STUDENT MAY SUBMIT:

A: U.S. Passport — OR —
B: Driver’s license — AND — C: Social Security Card — OR —
B: School ID with photo — AND — C: Birth Certificate
Getting Paid & Employment Forms for On-Campus Positions

The ARTICtime Dashboard is at artictime.artic.edu

Once a work authorization has been submitted and approved, students can begin to record their time in ARTICtime. At the end of the pay period, students will need to submit their time online in ARTICtime.

Student Employment Authorizations — Once you have secured a job, you and your supervisor complete the Student Employment Authorization for you online. You will receive an e-mail requesting that you complete the authorization process at least one day prior to the first day of employment. Employees must present documents evidencing their identity and work authorization from the lists of acceptable documents accompanying the I-9 as listed on page 9 of this guide. If an employee fails to comply with these legal requirements, they will not be able to work for the School of the Art Institute of Chicago.

To complete Form I-9: provide one document from List A — OR — one document from List B — AND — List C. All documents must be originals and must be unexpired. Faxed or copies of originals cannot be accepted.

LIST A
Documents that Establish Both Identity and Employment Eligibility
1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary i-551 stamp or temporary i-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport and
   b. Form I-94 or Form I-94A that has the following:
      1) The same name as the passport
      2) An endorsement of the alien’s nonimmigrant status, as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST B
Documents that Establish Identity
1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C
Documents that Establish Employment Eligibility
1. A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:
   1) Not valid for employment
   2) Valid for work only with INS authorization
   3) Valid for work only with DHS authorization
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-150)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

For example, a domestic student may submit:
A. U.S. Passport — OR —
B. Driver’s license — AND —
C. Social Security Card — OR —
B. School ID with photo — AND —
C. Birth Certificate
Information in this guide is current as of the Fall 2014. Contact information for departments changes occasionally. Please check the saic.edu website for updated contact information.

Prepared by Career + Co-op Center, International Affairs, and Student Financial Services. Please consult with these departments if you need additional assistance with student employment.

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