



## **Procedure for:**

### **Students with United States Employment Authorization Documents**

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Students who have been issued an U.S. Employment Authorization Card are eligible to work legally in the United States and as such can apply for the same positions available to U.S. Citizens and Permanent Residents in the Rutgers-Newark RaiderNet Job/Internship search platform.

Students with the U.S. Employment Authorization Card must complete the following steps:

- Bring in their U.S. Employment Authorization Card to our Main Office in Hill Hall 112 where the card will be scanned, saved and attached to a note added to their RaiderNet account stating that they possess a valid Employment Authorization Card
- Notify the Career Development Center when they find an opportunity they are interested in applying to so that a staff member can adjust their Work Authorization field to reflect that they possess a U.S. Employment Authorization Card. The reason for this additional step is that RaiderNet receives a weekly import of data from the Registrar and since the U.S. Employment Authorization Card is not a reflection of Citizenship Status the Work Authorization field in RaiderNet will revert back to Visa Holder each week.

Please note: there is no reason for students to contact the Office of the Registrar regarding their U.S. Employment Authorization Documents because, as stated previously, the Registrar focus is on Citizenship Status not Work Authorization status.

If students have changes to their Citizenship Status they should bring all documents regarding the change to the Office of the Registrar and once it has been processed the changes will be reflected in RaiderNet after the subsequent weekly import.

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