

## International Student Employment – New Hire Checklist

### International Student and Scholar Services – Contact: Office of Internationalization x14912

- International student meets all eligibility conditions for employment:
  - Has been, is, and intends to be enrolled as a full time student (12 credits for undergraduates, 8 credits for graduates) since obtaining F-1 student status, unless specifically authorized by ISSS to be less than full time
  - Possesses valid and accurate passport, I-94, and I-20 documents
  - Total hours of on-campus employment in **all** positions does not exceed 20 hours/week while school is in session, unless specifically authorized by ISSS
  - Has not and will not be employed off-campus, unless specifically authorized by ISSS
  - Has otherwise maintained F-1 status
- F-1 students who have a job or been offered a job on-campus are eligible for and must apply for a Social Security Number if he/she does not already have one.

To apply an F-1 student must submit the following to a Social Security Administration office at least 10 days after his/her arrival to the United States:

1. Form SS-5, Application for a Social Security Card; <http://www.ssa.gov/online/ss-5.pdf>
  2. Valid Passport with I-20 and I-94;
  3. Letter of employment from current on-campus employer or offer letter of employment from prospective on-campus employer. This letter should be on employer letterhead, give your name and the job title, and be signed by the employer. [http://www.du.edu/intl/issss/pdf/ssn\\_sample.pdf](http://www.du.edu/intl/issss/pdf/ssn_sample.pdf)
  4. Certification letter from International Student and Scholar Services (ISSS)
    - a. To obtain a letter from ISSS, submit a Document Request Form and the letter from the on-campus employer to the receptionist in the Office of Internationalization, 2200 S. Josephine. Please allow 5-7 days for processing.
    - b. ISSS Document Request Form: <http://www.du.edu/intl/issss/docreq.pdf>
  5. A temporary number will be assigned to the student. The student can work using the temporary number, but must provide a copy of the permanent social security number to payroll.
- J-1 international students must have a letter of approval from International Student and Scholar Services or the J-1 program sponsor prior to starting on-campus employment. <http://www.du.edu/intl/issss/employ.htm#j1>

### Human Resources - Contact: Human Resources x17420

- Hiring Manager submits Background Check for candidate unless the candidate previously had a background checked processed for DU employment **AND** has been employed with DU within the last 90 days
  - If a copy of the visa, passport, and I-94 is provided with the background check, a background check will only need to be run for the addresses in the United States
    - In-state address(es) only – up to 1 week
    - Out-of state address(es) – up to 2 weeks
    - International address(es) – up to 4 weeks
  - <http://www.du.edu/hr/forms/documents/BackgroundCheckInteractive.doc>
- Upon notification that student has passed the background check and the student has accepted the job offer, the Hiring Manager submits the following paperwork:
  - I-9 with Alien # or Admissions # filled in - <http://www.uscis.gov/files/form/i-9.pdf>
  - Affirmation Statement - <http://www.du.edu/hr/forms/documents/AffirmationStatement.pdf>
  - Confidentiality Agreement - <http://www.du.edu/hr/download/confidentialitystmt.pdf>
  - Patent Agreement - <http://www.du.edu/hr/forms/documents/EmployeePatentAgreement.pdf>

### Payroll

- Hiring manager submits MBTH upon notification that student has passed the background check – Contact: Glenna Leff x13754
  - <http://www.du.edu/hr/download/MBTH.doc>
- Student sets appointment with payroll before receiving first paycheck and brings following documents – Contact: Paul Wilson x13744.
  - Passport
  - I-94 Arrival/Departure Record Card (small white card inside visa)
  - U.S. Visa
  - I-20 Certificate of Eligibility (F-1 visa holders)
  - IAP-66 Certificate of Eligibility (J-1 visa holders)
  - Social Security Card issued by the U.S Social Security Administration or, if a Social Security number has not been assigned yet, proof showing that a social security number was applied for