On-Campus Employment Checklist for International Students

☐ Secure a job offer
  1. Search for current on-campus employment opportunities on Handshake at handshake.uncg.edu or contact a department you would like to work in to inquire about openings.
     a. Note: international students are not eligible for Federal Work Study positions.
  2. Obtain a job offer letter from that employer with a signature and intended start date.

☐ Apply for a Social Security Number (SSN) - if you already have an SSN you can skip this step. 1. After you have been in the country for 14 days, you can apply for a Social Security Number. Only walk-in appointments are available at this time. We recommend going on Mondays to the SSA office for the shortest possible wait times.
   2. Your DSO/ARO will activate your SEVIS record and issue a memo for the Social Security Administration and SEVIS activation notice. F-1 visa holders should submit a request for “Certification Letter for SSN” at isss.uncg.edu (processing time is up to 3 business days).
   3. Take the required documents (indicated on page two) to the Social Security Administration to request your SSN.
   4. At the end of your visit, you will receive a receipt that you have met all verification requirements or that you must wait additional time for your documents to be verified. Keep this receipt.

☐ Complete the I-9 process (Employment Verification Eligibility)
  1. You can begin the I-9 process as soon as you have applied for your SSN, and it must be started prior to beginning work. A list of documents needed to complete the I-9 can be found on the next page.
  2. Undergraduate Students: use Handshake to schedule an I9 Documentation Appointment or call Career and Professional Development at (336) 334-5454.
  3. Graduate Students: Provide the Graduate School with the documents listed on the following page and a memo will be sent to your hiring department explaining that you have begun the I-9 process. You will need to email Heather Mitchell (hsmitche@uncg.edu) to make your appointment in advance.
  4. As soon as you receive your Social Security Card in the mail, you will need to make an appointment to return to Career Services or the Graduate School to present your social security card in order to complete the I-9 process and become eligible to enroll with University Payroll. Undergraduates will receive an email to indicate the I-9 process is complete and should present this email to the hiring department. Failure to present your social security card to Career Services or the Graduate School upon receipt will result in a delay of your payment!

☐ Complete appropriate tax information and set up direct deposit:
  1. To complete a Tax Residency Assessment with the Payroll Office, please go to payroll.uncg.edu/secure-submission. Follow the instructions on how to complete your Tax Residency Assessment. Should you have questions concerning this process, please send an email to payrollt@uncg.edu.
  2. You can also set up direct deposit with the Payroll Office. To do this, you will need a U.S. bank account and bring a voided check or a bank letter indicating the routing number and the account number.

☐ Report to your employer:
  1. You can begin work once you have applied for your SSN and started the I-9 process, but remember to complete the I-9 process as soon as your SSN arrives.
Checklist of Required Materials

Items to bring to the Social Security Administration (call ahead for appointment times) to apply for SSN

- Completed and signed SSN application. Click here for the SSN Application form;
- Valid passport with F-1 or J-1 visa;
- I-94 admission/departure document (retrieveable at https://i94.cbp.dhs.gov/I94/#/home);
- Original (not printed copy) Form I-20 or DS-2019. If you are a transfer student, take with you all past original I-20 or DS-2019s;
- Letter of hire/offer letter; and
- SSN memo from IPC.

Items needed to complete I-9 process

- Passport with F-1 visa,
- Form I-20/DS-2019,
- Most recent I-94 record, and visa foil, and
- Social Security receipt (if recently applied) AND official SSN card upon receipt (Two steps!)
  For more information, visit this website https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

Items to submit the Payroll Office to complete tax paperwork

- US Social Security Card (or letter from the Social Security Administration indicating you have applied for your Social Security Card)
- ALL Passport(s)
- ALL Visa(s)
- ALL Form I-20(s) or ALL Form DS-2019(s)
- ALL EAD Cards (Employment Authorization Cards), if applicable
- I-94 - please ensure you receive a stamp in your passport. You may obtain the electronic version of your I-94 Entry/Exit information from the following website: https://i94.cbp.dhs.gov. Please print this the electronic I-94 to present at your appointment along with the Travel History. • Offer of Employment Letter from the University.
- ALL Form I-797(s), if applicable
- Permanent I-9 Card [If you have not received your permanent I-9 card, you may present your temporary (orange) card until you receive the permanent card.]

Contact Information:

DSO (Degree-Seeking/F-1) or ARO (Exchange Student/J-1) isss@uncg.edu, 200 Foust Building
Student Employment Office seo@uncg.edu, 1 Elliott University Center
The Graduate School hsmitch@uncg.edu, 270 Mossman Building
Payroll Tax Office payrollt@uncg.edu, 821 S. Josephine Boyd St.
Social Security Administration  6005 Landmark Blvd. 1.877.319.3075