

## International Student Checklist for Student Employment Hiring

Please follow the steps below to complete the student employment hiring paperwork.

1. Print out your work referral from Salukinet
2. Proceed to the Center for International Education (CIE) where you will receive:
  - a. Visa Verification Form
    - i. Passport, I-20, and I-94 required.
  - b. Social Security Letter (if you need to apply for a SSN)
3. Once the Visa Verification Form is completed, CIE will provide the Social Security Letter. Take these two forms to your hiring department to complete the social security letter and the student work referral. The Visa Verification Form will be used by the hiring department to complete the I-9. The following documents are needed for the student employment packet and can be found on the Student Employment [website](#):
  - a.  I-9 employment eligibility verification form – hiring department will complete
  - b.  Employment data form – student can complete
  - c.  Ethics Act Training – student can complete
  - d.  Illinois Mandated Reporter Acknowledgement Form - student can complete

\*Please keep the above forms together to be turned in to the Student Employment Office\*

  - e.  Visa Verification Form – filled out previously at CIE
  - f.  Statement of Purpose for collecting social security numbers (SSN) - **THIS STAYS WITH THE HIRING DEPARTMENT**
4. Once the social security letter is complete, it should be emailed to [issinfo@siu.edu](mailto:issinfo@siu.edu) or submitted to CIE. You will be notified via email when your social security letter I-20 is complete and ready for pick up.
5. CIE will provide a QR code to access payroll/international tax forms. These following forms should be completed and taken to the International Tax Office located in Woody Hall RM 148.
  - a.  Alien Collection Form
  - b.  W-8BEN
  - c.  W-4 Form
  - d.  EDD Form (Electronic Direct Deposit)
  - e.  Copy of Visa
  - f.  Copy Passport
  - g.  Copy I-94
  - h.  Copy I-20 or DS-2019

6. This step is only for students that **DO NOT** have a Social Security number. You will need to go to the **social security office and apply for an SSN** (250 W. Cherry Street Carbondale, IL 62901). Documentation required to apply for a social security card:
    - a.  Social Security Letter
    - b.  Original Ink Signed 1-20/DS-2019
    - c.  Original Visa
    - d.  Original Passport
    - e.  I-94 Printout
    - f.  Social Security Application (SS-5)
    - g.  Additional Questions for SSN Application
  7. Once you have applied, please make sure you receive a letter from the social security office stating that you have applied and keep it with your employment packet.
  8. If the packet contains all the necessary completed documents, the Student Employment Office will provide a card to be taken back to the hiring department to indicate you are ready to start work. **Students are not to begin working until they have received this card.**
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- **\*\*IMPORTANT\*\*** Once you receive your social security card in the mail, please take it to RM 152 in Woody Hall to have a copy made. **Failure to do so will affect your ability to work and receive payment. Working without applying for a social security number can put your visa status in jeopardy.**