

**Memo To: International Student Employees - New Hires Only**

**Memo From: Student Employment Office**

**Subject: Completing Your Hire Process in the Student Employment Program**

The following is critical information to assist you in finalizing your hire process in the CSU Student Employment Program. **Please read it thoroughly and follow these instructions carefully.**

**Applying For A Social Security Number (SSN) -**

After having been extended a job offer, pick up a Social Security Letter from the Center for International Services. Take the letter back to the employing department for completion. Return to the Center for International Services for their original signature. Then take the original letter with you to apply for your Social Security Number. You will also want to bring your Passport with I-94 and your I-20. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. Ask the social security administrator for a letter stating that you have applied. Keep a copy of the letter and give the original to your employer. You may not begin working without this letter.

**To Complete the I-9 Form –**

The I-9 must be completed on the first day of work, although the employee has up to 3 days to provide the needed documents. Please refer to the I-9 form for a complete list of acceptable documents but the most commonly used by international students is their Passport. Other supporting documents which may be needed are I-20, I-94, and Social Security number OR a copy of the letter from the Social Security Administration stating that you have applied for the card.

**To Complete Payroll Tax Forms –**

Call Karen Ellis in the Payroll Office, at 687-2126, to make an appointment to complete your payroll tax forms. You will need to bring your passport and Social Security Card. The Payroll Office is located in the Parker Hannifin Administration Center.

**Under Enrollment -**

A form completed by the academic advisor authorizing in the under enrollment, is provided by and turned into the International Office. A copy of this form or other documentation signed by the academic advisor is also needed by the student employment office.

**Extending Stay -**

To extend the stay or period of study at CSU, international students must complete a new I-20. International student employees must also complete a new I-9. Failure to do so will result in the student position being terminated at the end of the original stay date.