

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.**

If You Do Not Have A Social Security Number (SSN) -

1) After having been extended a job offer, you will need to pick up a Social Security Letter from the Center for International Services.

2) Take the letter back to the employing department for completion.

3) Return to the Center for International Services for their original signature.

4) 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 Your I-9 Form –

Your I-9 must be completed on the first day of work, although you have up to 3 days to provide the needed documents. Your employer may assist you in completing the I-9. Please refer to the I-9 form for a complete list of acceptable documents. The document most commonly used by International students is their Passport. Other supporting documents which may be needed include:

- your I-20,
- your I-94
- your Social Security number OR a copy of the letter from the Social Security Administration stating that you have applied for your 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, if you have received it by the time of the appointment. The Payroll Office is located in the Parker Hannifin Administration Center.