

International Student On-Campus Employment Checklist/To-Do

	1. All international students fill out FNIS paperwork upon their first day/week of arrival.
	2. During week 3, international students can apply for on-campus employment. <ol style="list-style-type: none"> a. Schedule an interview with supervisor(s) for the position(s) of interest. b. Student should bring <i>Interview Form</i> and class schedule to the interview(s). c. If hired, supervisor sends the <i>Interview Form</i> to Student Employment (studentemployment@randolphcollege.edu).
	3. Human Resources (HR) creates 2 copies of a Social Security Administration (SSA) employment offer letter. Supervisor must sign both copies <u>in blue ink</u> . HR will also sign <u>in blue ink</u> . HR will send to Primary Designated School Official (PDSO) to sign both copies as well.
	4. PDSO will send a copy of the signed letter to HR, Diversity Office and Assistant Controller.
	5. As soon as the international student receives the employment offer letter, they should apply for their Social Security Number (SSN) at: https://www.ssa.gov/forms/ss-5.pdf . After submitting their SSN application, they will be issued their Online Social Security Number Application Process (oSSNAP) number. This should be given to HR immediately. Your oSSNAP number serves as confirmation that the student has applied for their SSN. <ol style="list-style-type: none"> a. NOTE: New F-1 Students should wait approximately one month after their Form I-20 initial start date before the SSA will recognize their F-1 status as active.
	6. STUDENT OK TO WORK once oSSNAP number received. <ol style="list-style-type: none"> b. Student needs to also complete <i>Work Agreement</i> and <i>Confidentiality Agreement</i>.
	7. Diversity takes student(s) to the local social security office. <ol style="list-style-type: none"> c. Appointments may be required.
	8. Assistant Controller exports FNIS into Tax Software.
	9. Assistant Controller meets with student and gets all paperwork (taxes, I-9) signed. <ol style="list-style-type: none"> d. Assistant Controller notifies HR of treaty status and gives copies of paperwork.
	10. Student may work but <u>cannot be paid</u> until social security number is received.
	11. Student brings social security card to Assistant Controller and HR; Assistant Controller shares SSN with Registrar.
	12. HR completes Paycom Onboarding with student.