



PROCEDURES FOR HIRING INTERNATIONAL STUDENT EMPLOYEES

The following steps detail the required procedures for hiring new student employees.

1. **Students apply to the department/office in which the student wishes to be employed.**
2. **The supervisor completes a Student Request Form (03) for the student.** Student worker requests can be made for the full or partial academic year (see Student Worker Request form).
 - International Students are always State/Department funded with a 03 designation. International students are not eligible for Federal Financial Aid and cannot receive a 04 designation.
 - Students designated as 03 workers must have a Student Worker Request completed as part of the packet of documents submitted to Human Resources.
 - **NOTE:** 1) a new request form must be filled out if a partial year was indicated on the request form and the hiring manager wants to continue employment; 2) new request forms must be filled out every academic year.
3. **For new student workers, the supervisor gives the student employee the appropriate packet of required documents to complete. Each new International Student Employee is required to complete the following documents and return them to the supervisor.**
 - Non-Resident Alien Data Form
 - I-9 Form (Employment Eligibility)
 - W-4 Federal Withholdings
 - L-4 State Withholdings
 - Drug-Free Workplace Policy Acknowledgement
 - Recoupment of Overpayments Acknowledgement
 - Direct Deposit Form
 - Letter stating the student has been hired
4. **The supervisor initiates the process of securing a social security card for the international student employee.** The supervisor provides the student with a letter from the department detailing that the student has been hired to work on campus in that department, the number of hours that the student will be working (not to exceed twenty hours a week) and the expected start date of employment.

The supervisor sends a scanned copy of the letter from the department to the International Student Office and makes a copy to be included with the documents submitted to Human Resources.

5. **The International Student Office provides the student with a letter of support that will be used in the application for a social security card and ensures that the student has been registered in the Student and Exchange Visitor Information System (SEVIS).** This letter of support includes the student's name and date of birth along with ULM's taxpayer ID number. The International Student Office is to send a scanned copy of the letter provided to the student to the supervisor for inclusion in the student's document packet submitted to Human Resources.
6. **The student then takes the letter from the department, the letter from the International Student Office and a completed Social Security Number Application Form to the Social Security Administration Office.** The student must submit all required documents to the International Student Office and the Social Security Administration Office within three working days of the official employment start date.
7. **The student returns the documents to the supervisor for review. The supervisor makes copies of the student's Form I-20 (Certificate of Eligibility for Non Immigrant Student Status) or visa, and passport to submit to Human Resources and to use for the completion of section two (2) of the I-9 Form.**
8. **The supervisor reviews the documents submitted by the student and ensures all documents have been completed properly.**
9. **Using the International Student Staff Checklist. The supervisor submits the following documents to Human Resources:**
 - Non-Resident Alien Data Form
 - I-9 Form (Employment Eligibility)
 - W-4 Federal Withholdings
 - L-4 State Withholdings
 - Drug-Free Workplace Policy Acknowledgement
 - Recoupment of Overpayments Acknowledgement
 - Sexual Harassment Policy Acknowledgement
 - Anti-discrimination and Harassment Policy Acknowledgement
 - Direct Deposit Form
 - Student Worker (03 State) Request
 - Pay-Rate Increase Justification Form (*this form is only used if the starting pay of the student employee is greater than \$7.25/hr.*)
 - Hourly Increase Justification Form (*this form is only used if the department/office wants the student to be able to work up to twenty-five (25) hours a week.*)
 - Copy of signed Social Security Card (if the student already has a card)
 - Copies of the Social Security Application Letters from the department and the International Student Office (if the student does not already have a card)
 - Copies of I-20 or visa and passport

- 10. Human Resources will review student worker packet and contact the supervisor if any documentation or information is missing.** Human Resources will confirm that the student is eligible to work.
***A student cannot begin work until Human Resources indicates that the student is eligible to do so.**
- 11. The supervisor will notify the student of eligibility to work and official start date.**
- 12. See the Student Employment Manual for further detailed information.**
- 13. All documentation must follow the payroll deadlines in order to pay students in a timely manner (<https://www.ulm.edu/hr/payroll.html>).**

Human Resources has made a provision for International Students to begin work while waiting for the arrival of their social security cards, however, the student must have completed the application for the social security card within three days of the official employment start date.

The following details the process for required action regarding the social security card.

- 1. The Social Security Administration Office will send the student's social security card to the International Student Office.**
- 2. The International Student Office will notify the student and Human Resources upon receiving the Social Security Card. The International Student Office will scan a copy of the social security card when it comes in.**
- 3. The student will go the International Student Office to receive the Social Security Card.**
- 4. The student will sign the card and bring a copy to human resources.**
- 5. The supervisor sends a copy of the Social Security Card to Human Resources.**