



International Programs Center
The University of North Carolina at Greensboro
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On-Campus Employment Checklist for International Students

○ Secure a job offer

1. Search for current on-campus employment opportunities on Handshake at handshake.uncg.edu or contact a department you would like to work in to inquire about openings.
 - a. Note: international students are not eligible for Federal Work Study positions.
2. Obtain a job offer letter from that employer with a signature and intended start date.

○ Apply for a Social Security Number (SSN) - if you already have an SSN you can skip this step.

1. **After you have been in the country for 14 days**, you can apply for a Social Security Number. Please call 1-877-319-3075 to speak with an officer and make an appointment.
2. Your DSO/ARO will activate your SEVIS record and issue a memo for the Social Security Administration and SEVIS activation notice. F-1 visa holders should submit a request for "Certification Letter for SSN" at iss.uncg.edu and will receive an email to coordinate a time to pick up their document(s).
3. Take the required documents (indicated on page two) to the Social Security Administration to request your SSN.
4. At the end of your visit, you will receive a receipt that you have met all verification requirements **or** that you must wait additional time for your documents to be verified. **Keep this receipt.**

○ Complete the I-9 process (Employment Verification Eligibility)

1. You can begin the I-9 process as soon as you have applied for your SSN, and it must be **started prior** to beginning work. A list of documents needed to complete the I-20 can be found on the next page.
2. **Undergraduate Students:** use Handshake to schedule an I9 Documentation Appointment or call Career and Professional Development at (336) 334-5454.
3. **Graduate Students:** Provide the Student Employment Office within the Career and Professional Development (CPD) office with the documents listed on the following page and a memo will be sent to your hiring department explaining that you have begun the I-9 process.
4. **As soon as you receive your Social Security Card in the mail**, you will need to make an appointment to return to Career Services or the Graduate School to complete the I-9 process. **Undergraduates** may receive a yellow I-9 card to indicate the process is complete and should present this card to the hiring department. **Failure to do so will result in a delay of your payment.**

○ Complete appropriate tax information and setup direct deposit:

1. To complete a Tax Residency Assessment with the Payroll Office, please go to payroll.uncg.edu/secure-submission. Follow the instructions on how to complete your Tax Residency Assessment. Should you have questions concerning this process, please send an email to payrollt@uncg.edu.
2. You can also set up direct deposit with the Payroll Office. To do this, you will need a U.S. bank account and bring a voided check or a bank letter indicating the routing number and the account number.

○ Report to your employer:

1. You can begin work once you have applied for your SSN and started the I-9 process, but remember to complete the I-9 process as soon as your SSN arrives.

Updated on Oct 14, 2022

Checklist of Required Materials

Items to bring to the Social Security Administration (call ahead for appointment times) to apply for SSN

- Completed and signed SSN application, available online (<https://www.ssa.gov/forms/ss-5.pdf>);
- Valid passport with F-1 or J-1 visa;
- I-94 admission/departure document (retrievable at <https://i94.cbp.dhs.gov/i94/#/home>);
- Original (not printed copy) Form I-20 or DS-2019. If you are a transfer student, take with you all past original I-20 or DS-2019s;
- Letter of hire/offer letter; and
- SSN memo from IPC.

Items needed to complete I-9 process

- Passport with F-1 visa,
 - Form I-20/DS-2019,
 - Most recent I-94 record, and visa foil, and
 - Social Security receipt or official SSN card
- For more information, visit this website <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Items to submit the Payroll Office to complete tax paperwork

- Printed and completed NRA-001 form located at: <https://payroll.uncg.edu/wp-content/uploads/2018/08/NRA001-Foreign-Visitor-Form-Rev-3-16.pdf>
- US Social Security Card (or letter from the Social Security Administration indicating you have applied for your Social Security Card)
- **ALL** Passport(s)
- **ALL** Visa(s)
- **ALL** Form I-20(s) or **ALL** Form DS-2019(s)
- **ALL** EAD Cards (Employment Authorization Cards), if applicable
- I-94 - please ensure you receive a stamp in your passport. You may obtain the electronic version of your I-94 Entry/Exit information from the following website: <https://i94.cbp.dhs.gov>. Please **print this the electronic I-94** to present at your appointment ***along with the Travel History***.
- Offer of Employment Letter from the University.
- **ALL** Form I-797(s), if applicable
- Permanent I-9 Card [If you have not received your permanent I-9 card, you may present your temporary (orange) card until you receive the permanent card.]

Contact Information:

DSO (Degree-Seeking/F-1)	200 Foust Building	iss@uncg.edu
ARO (Exchange Student/J-1)	200 Foust Building	iss@uncg.edu
Student Employment Office	1 Elliot University Center	seo@uncg.edu
The Graduate School	270 Mossman Building	hsmitch@uncg.edu
Payroll Tax Office	821 S. Josephine Boyd St	payrollt@uncg.edu
Social Security Administration	6005 Landmark Blvd	1-877-319-3075