SUPPLEMENTAL INFORMATION ON HIRING NON-US CITIZEN STUDENT EMPLOYEES

Follow same process/timeline as listed on Student Employee Hiring Checklist.

BACKGROUND CHECKS

Make sure to check “Candidate is a foreign national”, no SSN should be required if that is checked

- Do not need to check this for DACA

FORM I-9 DOCUMENTATION

A Lawful Permanent Resident:

- List A: U.S. Permanent Resident Card
- List B: Driver’s License + List C: Social Security Card

An Alien Authorized to Work:

- List A: Unexpired Foreign Passport + Form I-94 and an I-20 (F-1 Visas)
  - I-20 shows program end date for Sec 1 #4 (reverification date)
- List A: Unexpired Foreign Passport + Form I-94 and a DS-2019 (J-1 Visas)
  - DS-2019 shows program end date for Sec 1 #4 (reverification date)

F-1 AND J-1 STUDENT WITHOUT SSN

After hiring process has been completed (through student being entered in Oracle), as seen in Student Employee Hiring Checklist, follow directions from the Business & Financial Services Tax Service Department for Hiring a Foreign National Without a SSN.