International Student Employee
New Hire Checklist

Step 1: Schedule New Hire Appointment & Complete New Hire Paperwork

1. Upon receiving your new hire notification email from studentjobs@rollins.edu, **schedule** an *International New Hire Documents/ Onboarding Appointment* via **Handshake.**
2. Once confirmed, you will receive a new hire document packet* via email/ AdobeSign to **complete electronically**
   - You must complete the packet and collect the necessary IDs prior to the meeting, but *hold off on signing the packet until the meeting* so we can ensure all forms are completed accurately.

Step 2: Apply for A Social Security Card

If you have a Social Security Card skip to Step 3- #2. Otherwise, see the steps below:

1. **Student Employment/ CCLP** will email you & the Office of International Student & Scholar Services (OISSS) *a letter of employment* after your onboarding appointment. This letter must be signed by **OISSS**.
2. In order to collect OISSS' signature on this letter, you **must complete** the request form and **follow OISSS instructions** on retrieving the finalized letter.
3. Next, contact **The Social Security Administration** (SSA) Office** to apply for your social security card. *SSA is currently providing services by appointment only.*
   - Call the local office, explain your status, and follow the instructions.
   - Typical documents you'll need to present/fax include: employment letter, evidence of student status (Passport, I-94, I-20 or DS2019) and SSN Card Application.
4. After the appointment, **email** your social security card application receipt to studentjobs@rollins.edu.
   - **Upon receiving your social security card application receipt, Student Employment/ CCLP will send your authorization to work email, allowing you to begin working.**

Step 3: Social Security Card & Mandatory Tax Analysis Meeting

Your social security card should arrive within **2 weeks** of application. Upon receiving your card, **you must:**

1. **Email** studentjobs@rollins.edu to confirm the receipt of your social security card. Student Employment/CCLP will send you a digital I9 document to complete via Truescreen.
2. **Email** Lizelle Rivera, lrivera1@rollins.edu to schedule a tax analysis meeting.
3. Lizelle will confirm meeting details and information on documents needed by Tax Office, including
   - Your completed Foreign National Information form.
   - Scans of your passport(s) including: passport photo page, visa photo page, travel history and all other passport pages that contain U.S. entry date stamps.
4. Meet with Lizelle for your Tax Analysis.
   - *You will begin receiving payment once step 3 is complete.*

IMPORTANT:
You may begin working once you complete Step 2 and receive your Work Authorization email.
You will only be set up for payment once you complete Step 3.

** Social Security Office Info:
Location: 5520 Gatlin Ave **Suite 102**, Orlando, Florida 32812
Hours: Monday- Tuesday 9:00am-4pm; Wednesday 9:00am-12:00pm; Thursday-Friday 9:00am-4pm

*New Hire Documents include:

- **International Student Forms:**
    o I-20 form(s) or form DS2019 (for J1 students)
    o Passport with your Visa
    o I-94 and retrieved from Homeland Security website

- **Employment Forms:**
    o Student Application
    o I-9 Employment Eligibility Form— You need to present the following original/unexpired documents from this List of Acceptable Work Documents: either **one** document from **List A**, **or** a combination of **one** document from **List B** **and** **one** document from **List C**. Review these instructions for more information.
    o Employee Pay Selection Form (you'll need your US bank account info)
    o Title IX course: login to OKTA **–>** click on Vector S. SafeColleges Student Training **–>** view library for extra training **–>** click on Human Resources **–>** complete *Sexual Harassment - Staff to Staff* course.

- **(If applicable) Social Security Application Forms:**
    o Employment letters signed by CCLP and OISSS
    o I-20 form(s) or form DS2019 (for J1 students)
    o Passport with your Visa
    o I-94 and retrieved from Homeland Security website
    o SSN Card application form

- **Tax Analysis Forms:**
    o Travel History and retrieved from Homeland Security website
    o Foreign National Information Form
    o Passport scans:
        ▪ Visa page
        ▪ Info page
        ▪ All passport pages with US visa stamp