

Foreign National Student Employment Process

STEP 1: Visit the Center for Career & Life Planning (CCLP) & New Hire Paperwork

After receiving an e-mail from studentjobs@rollins.edu regarding your on-campus employment offer (*You've Been Hired at Rollins! Important Next Steps*) visit **CCLP** (170 W. Fairbanks Ave. 1st Floor) and bring the following sets of documents:

I. Student Forms:

- Your I-20 form(s)—or form DS2019
- Your Passport with your Visa
- Copy of [I-94](#) and [Travel History](#) retrieved from Homeland Security website

II. Completed New Hire Paperwork:

- [Student Application](#) – Complete as thoroughly as possible.
- [Foreign National Form](#) - Please complete as thoroughly as possible.
- [I-9 Form](#) - **To be completed in person**. Bring **one original document** from either List A, or a combination of documents from lists B & C. See [List of Acceptable Work Documents](#).
- **Employee Pay Selection Form** – **To be completed in person by visiting the Center for Career & Life Planning**
- [Worker's Compensation Form](#) - Read and complete the bottom portion.
- [Confidentiality Statement](#) - Review [FERPA FAQs](#), then sign form.
- [Student Title IX Online Course- Workplace Harassment Fundamentals](#) - Complete **this required course** and return certificate to **CCLP**. **Review e-mail sent from studentjobs@rollins.edu for registration link.**

STEP 2: Social Security Card Process, OISSS and Social Security Administration Office

- *If you have a Social Security Card skip to Step 3.*
- If you do not have a Social Security card, **CCLP** will generate an intent letter addressed to the Social Security Administration Office regarding your on-campus job.
- **Take** this letter to the **Office of International Student and Scholar Services** for their review and signature. **OISSS** staff will contact you when the letter is ready to be picked up.
- **Visit** the Social Security Administration Office (directions will be provided) to apply for your social security card. Be sure to bring the following:
 - o SSN letter (signed by **CCLP & OISSS**) and [Social Security Card Application](#)
 - o Evidence Documentation described in the Social Security Card Application

STEP 3: Social Security Card and Mandatory Meeting with Tax Manager, Finance Office

The Social Security Administration Office will provide you with a one-page application receipt.

- **Contact CCLP**, studentjobs@rollins.edu, 407-646-2382, **as soon as possible**, to deliver the *SSN application receipt*.
- Upon receiving this receipt, *CCLP will email you* and Teresa Williams, to schedule a tax analysis meeting.
- ***"Reply All" when emailing your availability & meeting request to Teresa.*** Her contact is: twilliams@rollins.edu, or 407-646-2611. The Tax/Finance Office is located at 422 Fairbanks Avenue 3rd Floor, Room 317.

STEP 4: Authorization E-mail from CCLP

Upon conclusion of the initial tax review meeting, and after successfully completing the steps above, you and your supervisor will receive an authorization e-mail from **CCLP** studentjobs@rollins.edu (*You've Been Hired at Rollins! STUDENT WORK AUTHORIZATION*).

- o *You may begin your employment at this time.*

STEP 5: Social Security Card & Final Meeting with Tax Manager, Finance Office.

Upon receiving your Social Security card (typically 2 weeks after the application date), you must:

- **Contact** Teresa Williams for a final document tax document review.
- Be sure to **bring your Social Security Card**, necessary to complete your final tax documentation.
 - o *You will begin receiving payment once this final step is complete.*

**You May Only Begin Your Employment Once You Complete Steps 1-4!
You Will Receive Due Payment Once You Complete Step 5!**

Questions? Contact the Center for Career & Life Planning at 407-646-2382, or studentjobs@rollins.edu.