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:
  - SSN letter (signed by CCLP & OISSS) and Social Security Card Application
  - 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).
  - 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.
  - 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.