INTERNATIONAL STUDENT CHECKLIST

FOR ON-CAMPUS EMPLOYMENT

HOW TO APPLY

To apply for on-campus jobs, complete the following steps:

- [ ] Create résumé
- [ ] Upload résumé to www.uuconnect.com
- [ ] Submit résumé to job post

HIRING PROCESS

Once you have been offered an on-campus job, apply for a Social Security number and open a bank account:

- [ ] **Apply for a Social Security Number**
  - [ ] Application for SSN (from SS office)
  - [ ] 2 documents to establish age and identity (passport and visa)
  - [ ] I-94 Form (Arrival/departure record)
  - [ ] I-20 Form (SEVIS)
  - [ ] Proof of employment letter (from Vocatio Center)
  - [ ] Letter of good standing (from DSO)

- [ ] **Open a bank account**
  - [ ] Passport
  - [ ] I-20 Form (SEVIS)
  - [ ] UU Student ID
  - [ ] School address and phone number
  - [ ] $50 minimum deposit

ONBOARDING

After obtaining a Social Security number and a bank account, complete the onboarding paperwork sent to you via email from the Vocatio Center, and schedule an appointment for I-9 verification:

- [ ] W-4 Form (Employee withholding allowance certificate)
- [ ] Student employment contract
- [ ] Direct Deposit enrollment form
- [ ] I-9 Form (Employment eligibility verification)
- [ ] I-9 Verification (in-person meeting w/Vocatio Center) Bring passport, Social Security card, and I-94 form