International Student Employment hiring process

Current as of September 2024
Pages = 2

**These are your, as an international student's, next steps after you have applied, interviewed,
been offered and accepted an on-campus position.**

Step 1	The student should check with the ISSS if they have any employment restrictions based on their immigration status.
Step 2	The student should read the Student Employment Handbook
Step 3	The student should print and complete the *International* Student Employment Packet. https://www.coloradocollege.edu/admission/financialaid/studentemployment/24-25-International-Student-Employment-Packet1.pdf
Step 4	The student should Make an appointment with the Financial Aid and Student Employment office to turn-in their employment packet and present their I-9 *ORIGINAL* identification documents (more details are in their packets). **Most of the time, international students bring their foreign passport and I-20 form.**
Step 5	After the student's appointment, they *cannot* begin working. The student and the supervisor should be monitoring the status of the student's paperwork by checking the I-9 status tool in Banner SSB. Once the student's status is "Ok to Hire" the supervisor can complete an EPAF.
Step 6	The student should be regularly checking their Banner SSB to see if they have a timesheet for the new position. **Once the supervisor submits an EPAF and it is approved by Student Employment, the student will see an active timesheet on Banner SSB. Click here to view the instructions on how to check if you timesheet is available. The student must be able to open the timesheet for the pay period and see the "Time and Leave Reporting screen" before they can begin working or training!** Once the student can access their timesheet, **it's time to work!** The student should contact their supervisor for training and scheduling.

Step 7	**After the student has completed the hiring paperwork, they have 7 days from their first day of work to contact Colorado College Tax & Compliance about setting up your payroll taxes: Tax.Compliance@coloradocollege.edu.**
	They will NOT BE PAID until your taxes have been set up with tax & compliance.
	They can also offer the student advice about being paid if they only have an international bank account.
Step 8	**After the student has completed the hiring paperwork with the student employment office, they must apply for a Social Security Number (SSN).**
	They have 30 days after their first day of work to apply for a social security number and attend an appointment with the social security office.
	Once the student receives their Social Security Card in the mail, they must bring it to the Office of Financial Aid & Student Employment (in the Spencer Center) at their earliest convenience.
	If you do not apply or provide the card in a timely manner, their student employment jobs may be terminated.
	Social Security application information can be found here: https://www.coloradocollege.edu/offices/globalandfieldstudy/international-students/current-students/employment/social-security-number.html
Step 9	*International students are permitted to start and continue working until their SSN has been received, so long as they have taken steps to complete the process.*
	After the student brings their Social Security Card to the Student Employment office, the hiring process is complete!