

# New Hire Instructional Student Assistant Checklist for International Students

Once you've been offered an ISA position for the upcoming semester, you will be contacted by the ISA Coordinator's (ISA) Office to come in and sign a contingency offer letter. All of the following steps must be completed in order to complete your hiring process. If you need a social security number, you'll also need to pick up a social security letter from our office to take and give to the Social Security Administration Office. Failure to do this will result in not being able to work for the upcoming semester.

- Next, you'll need to go to the Center for International Studies and Programs to request a second social security letter from CISP. This process can take up to a week. You'll need to show Elanor Perry your job contingency job offer and social security letter from the ISA Coordinator's office.
- You will also need to ask CISP to validate employment eligibility to obtain a Non-Resident Alien form (NRA). You will need to provide: (1) your passport (2) VISA (3) I-94 form (4) I-20 form (5) contingency job offer and (6) the social security letter you currently have available from GA Coordinator's office. You don't need a social security number for this. You will need to keep a copy of this for your records.
- After receiving your 2<sup>nd</sup> social security letter from the CISP office, go to a Social Security Administration (SSA) Office. It usually takes 2 weeks to receive a social security card. You'll need to take with you to the SSA Office: (1) your valid passport (2) VISA (3) I-94 form (4) I-20 form (5) the contingency job offer, and (6) two social security letters – one from CISP and the other from the ISA Coordinator's office.
- In the meantime, your name and other requested information will be sent to Human Resources to start the background check process; this can take up to two weeks. You will receive an email from Accurate Background, you must respond to this email within the time specified in the email otherwise that session will expire and this process will need to be initiated again. Inability to pass the background check will result in immediate termination of the instructional student assistantship.
- When you receive your new Social Security card let Lisa Peña know as soon as possible so that HR can contact you in regards to the New Employee Orientation. It's essential that you attend a New Employee Orientation with HR in order to be properly signed up and added to payroll. Schedule a new-hire intake session; Lisa Peña will provide you with the link in an email once your hiring paperwork has been processed- after you receive your social security card. Take with you to HR the following: (1) NRA form (2) EAR form — if you needed to do this earlier, and (3) your social security card. They will give you a Confidentiality Form which you'll need to bring to Lisa Peña so the dean can sign the form and we can forward this to the Information Security Office. If unable to attend your scheduled orientation, contact them for further instructions.
- Before going to HR contact the General Accounting Office in CH-106 to complete the Employee Action Request form (EAR). This is only for students with an F-1, H1B or other type of visa. You will need to take the following: (1) passport (2) I-94 form (3) I-20 form, and (4) your social security card. Note: please do **not** laminate your new social security card.
- After the above is completed you're ready to start your work hours with your faculty supervisor.
- As a re-hire ISA, you don't have to do this process again except for a background check if offered another job after 12 months.

Thank you,  
Lisa Peña  
Instructional Student Assistantship Coordinator