

## **PROCEDURES FOR HIRING INTERNATIONAL STUDENT EMPLOYEES**

The following steps detail the required procedures for hiring new student employees.

1. Students apply to the department/office in which the student wishes to be employed.
  
2. The supervisor completes a Student Request Form (03) for the student. Student worker requests can be made for the full or partial academic year (see Student Worker Request form).
  - International Students are always State/Department funded with a 03 designation. International students are not eligible for Federal Financial Aid and cannot receive a 04 designation.
  - Students designated as 03 workers must have a Student Worker Request completed as part of the packet of d12 cumavattmted t12 (H1)(m)-4(an)4(R)(s)9(o)-5)3(rc3(. )JTJET60.00000912 0 62 92 reW

5. The International Student Office provides the student with a letter of support that will be used in the application for a social security card and ensures that the student has been registered in the Student and Exchange Visitor Information System (SEVIS). This letter of support includes the student's name and date of birth along with ULM's taxpayer ID number. The International Student Office is to send a scanned copy of the letter provided to the student to the supervisor for inclusion in the student's document packet submitted to Human Resources.
  
6. The student then takes the letter from the department, the letter from the International

10. Human Resources will review student worker packet and contact the supervisor if any documentation or information is missing. Human Resources will confirm that the student is eligible to work.

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11. The supervisor will notify the student of eligibility to work and official start date.
12. See the Student Employment Manual for further detailed information.
13. All documentation must follow the payroll deadlines in order to pay students in a timely manner (<https://www.ulm.edu/hr/payroll.html>).

Human Resources has made a provision for International Students to begin work while waiting for the arrival of their social security cards, however, the student must have completed the application for the social security card within three days of the official employment start date.

The following details the process for required action regarding the social security card.