

## International Graduate Assistantships: Hiring Process

The following processes include steps and procedures that are to be initiated/completed **before** the student arrives to the United States:

- Background Check
  1. The Hiring Department will submit the background check form online at <https://uh.edu/human-resources/talent-acquisition/chri/>.
  2. The student will receive an email from the background check company, HireRight. The student will then provide authorization to conduct the background check.
  3. HireRight will then conduct the background check. The processing time for this step is approximately 2-3 business weeks.
- Foreign National Tax Form
  1. The student will complete the New Foreign National Information form online at <https://uh.edu/office-of-finance/tax-information/foreign-national-process/>
  2. Upon receiving the student's completed New Foreign National Information form, the Tax Department will create a Foreign National Tax Information System (FNIS) account for the student. The processing time for this step is approximately 1-4 business days.
  3. The student will receive an email from the Tax Department with access to their FNIS account. The student will then complete the required information on FNIS.
  4. The Tax Department will review the FNIS information and approve, deny, or request additional information from the student.

\*Online only students located in their home country are not eligible for assistantships.

The following include processes that are to be initiated/completed **after** the student arrives to the United States:

- Personal Data Sheet
  1. The student will complete the Personal Data Sheet at the Hiring Department.
    - The link for the Personal Data Sheet can be found here: <http://www.uh.edu/human-resources/forms/PersonalDataSheet.doc>
- I-9 and Direct Deposit
  1. The student will bring their identification and Direct Deposit information (if available) to Human Resources (HR). The student will then receive an I-9 receipt upon completion of the I-9.
    - Acceptable forms of identification can be found on page 3 at [http://www.uh.edu/human-resources/forms/authorization\\_request.pdf](http://www.uh.edu/human-resources/forms/authorization_request.pdf)
  2. The student will submit the I-9 receipt to the Hiring Department.
- Social Security Number
  1. Incoming students must check-in with the International Student and Scholar Services Office (ISSSO) upon arriving to the United States.
  2. The student will bring the following items to the International Student and Scholar Services Office (ISSSO):
    - I-94
    - Copy of passport with visa status
    - Employment letter from hiring department

3. ISSSO will register the student into the Student and Exchange Visitor Information System (SEVIS). The processing time for this step is approximately 1-5 business days.
4. SEVIS will verify the student's information with the Department of Homeland Security (DHS) and the Systematic Alien Verification for Entitlements Program (SAVE). The processing time for this step is approximately 7-10 days.
5. ISSSO will generate the verification letter which is required to request a Social Security Number (SSN). *NOTE: Letter cannot be generated until the student is enrolled. The processing time for this step is approximately 1-5 business days.*
6. The student will pick up the verification letter from ISSSO and bring the letter and all relevant documents to the local Social Security Administration (SSA) office to apply for a SSN. If application for SSN is submitted, the student will be issued a receipt.
7. The student will submit the receipt to the Hiring Department.

Upon the completion of the above processes, the Hiring Department will attach the approved background check, Personal Data Sheet, I-9 receipt, and Social Security Number receipt to ePAR. Processing time for ePAR once received by HR is 5-7 business days. For additional information on Human Resources Graduate Student Hiring Procedures refer to <https://uh.edu/human-resources/employees/graduate-students/>.

Once all of this has been resolved, the student may be employed in a graduate assistantship.