

INTERNATIONAL STUDENT EMPLOYMENT PROCESS: ADMINISTRATORS

BEFORE ARRIVING TO US



Offer letter accepted



Hiring Department initiates background check



HireRight conducts background check

AFTER ARRIVING TO US



Check for completion of Personal Data Sheet



Hiring Department checks for completion of the I-9



ISSSO registers student into SEVIS



SEVIS verifies student with DHS and SAVE



ISSSO generates verification letter. Student brings letter and all relevant documents to SSA and receives SSN receipt



Hiring Department attaches documents to ePAR



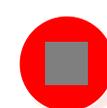
After ePAR is uploaded, HR updates their system with citizenship and expiration of visa. These documents are saved to the Tax Share Drive.



The Tax Department checks the Share Drive for the documents. Upon receiving, the Tax Department creates a Foreign National Tax Information account for student.



After the student completes the required information on FNIS, the Tax department reviews FNIS information and approves/denies/requests additional information.



Student Employed.