



## INTERNATIONAL STUDENT EMPLOYMENT CHECKLIST FOR YOUR FIRST ON-CAMPUS JOB

- Prepare a resume/CV and cover letter.
- Find jobs on Handshake and apply.
- Once you are hired, go to the "You're Hired!" web page on the Student Employment page of the CC website and follow the instructions.
- Read the Student Employment Handbook.
- Print, read, and complete the International Student Employment packet.
- Make an appointment with Student Employment to submit your paperwork in-person (make appointments online on our website.)
- Go to your appointment and bring: 1) your completed International Student Employment Packet, 2) your foreign passport, 3) your form I-20 signed by the ISSS
- Wait until you can see and open your time sheet for your new job on Banner SSB, then you may begin working!
- You have 30 days after beginning your new job to apply for a Social Security Number (SSN) - instructions are on the ISSS website.
- You will receive the SSN Card in the mail.
- Bring the SSN Card into Student Employment to complete your Form I-9 (which we will already have for you.)
- Make an appointment with payroll and bring the SSN Card to the payroll office to complete international tax set up.
- You're done! Make sure you follow the rules in the handbook and submit your time sheets on time!