

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. The “International Student Employment Hiring Process and next steps after you have been offered an on-campus position” document on the [International Student Employment web page](#), can be helpful, too.
- Check with the ISSS if they have any employment restrictions based on their immigration status.
- Read the Student Employment Handbook.
- Print, read, and complete the International Student Employment packet on our webpage.
- 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 7 days (1 week) from your first day of work to contact CC Tax & Compliance about setting up your international taxes. Please email tax.compliance@coloradocollege.edu. You will not be paid until your taxes have been set up.
- You have 30 days (1 month) 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.)
- You're done! Make sure you follow the rules in the handbook and submit your time sheets on time!

