

## Employment Checklist for International & Exchange Students

### **Search for a job:**

- 1) Look on Spartan Trak for current on-campus positions available at [www.uncg.edu/csc](http://www.uncg.edu/csc) .
- 2) Stop by the Student Employment Office to review positions available in notebooks
- 3) Contact a department you would like to work in to inquire about openings.

### **Secure a job offer:**

- 1) Contact the department where you are interested in working
- 2) Complete an application and/or interview.
- 3) Obtain a letter of hire from that employer (must be on the office letterhead and signed).

### **Obtain Social Security Information:**

- 1) If you are a **degree-seeking student**, present the letter of job offer to Michael Elliott, Director of International Student & Scholar Services or Norma Velazquez Assistant Director of International Student & Scholar Services for International Programs Center located at 203 Foust Building.
- 2) If you are an **exchange student**, present the letter of job offer to Denise Bellamy Director of Study Abroad & Exchanges in the International Programs Center located at 207C Foust Building.
- 3) Obtain a letter either from Michael Elliott, or Norma Velazquez or Denise Bellamy to take to the Social Security Office and instructions for obtaining a social security card.

### **Complete an INS 1-9 form (Employment Verification Eligibility)**

- 1) Take identification, Immigration documents, and copy of Social Security receipt to the Student Employment Office (SEO) to complete an 1-9 form (Contact SEO for a list of acceptable documents)
- 2) Receive an 1-9 Verification Card from the SEO.
- 3) Present this card to your employer.

### **Complete appropriate tax information:**

- 1) Make an appointment with John Kirkman, Tax Compliance Officer in the Payroll Office located in the Mossman Building.
- 2) Complete any necessary paperwork.

### **Report to your employer:**

- 1) Set up a schedule with your employer.
- 2) Begin working; remember no more than 20 hours per week.

HAVE A GREAT YEAR!

### **CONTACT INFORMATION:**

International Programs Center	Norma Velazquez	334-5404
International Programs Center	Denise Bellamy	334-5404
Student Employment Office Payroll	Chad Collins	256-0388
Tax Office	John Kirkman	334-5180
Social Security Office	6005 Landmark Blvd.	854-1809