

International Student Employee Hiring Requirements

Valdosta State University



STUDENT RECEIVES JOB OFFER (STEP 1)

Supervisor provides student with a PAR form that must be submitted to HR for processing.



STUDENT REQUESTS LETTER FROM INTERNATIONAL PROGRAMS (STEP 2)

This letter is required to initiate the request for a social security number.

SUBMIT

STUDENT SUBMITS A REQUEST TO THE SOCIAL SECURITY OFFICE (STEP 3)

It could take up to two weeks for the social security card to be received.



STUDENT RECEIVES SOCIAL SECURITY NUMBER (STEP 4)

Student must present the PAR and identity and work authorization documents to HR.



COMPLETE EQUIFAX (STEP 5)

Student will receive two separate emails from Equifax: one with a link and one with a password to complete their onboarding documents.



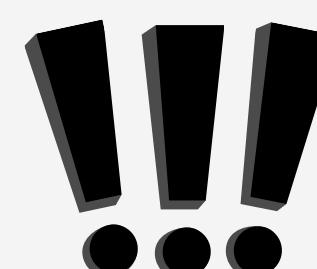
CONFIRMATION EMAIL SENT FROM HR (STEP 6)

Once updated in OneUSG the student will receive an email with their effective start date. The student must not begin working until this is received.



FINANCIAL SERVICES (STEP 7)

Expect additional information about tax details through Glacier from Financial Services.



REMINDERS

Student employees can work a total of **19 hours per week** across **all** jobs. Students are limited to a total of **two** jobs.



CONGRATS!
Welcome to the
VSU family!

