

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.



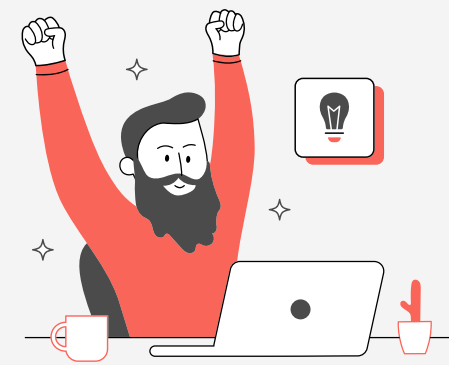
STUDENT REQUESTS LETTER FROM INTERNATIONAL PROGRAMS (STEP 2)

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

SUBMIT

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

It could take two weeks or more before the social security card is received.



STUDENT RECEIVES CARD IN MAIL (STEP 4)

Student must present the PAR, social security card, and all legal documents for eligibility to work in the US to HR. Documents must be signed.



COMPLETE BACKGROUND CHECK REQUEST (STEP 5)

Student will receive an email from Accurate Background Inc. to consent to a background check.



COMPLETE EQUIFAX (STEP 6)

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



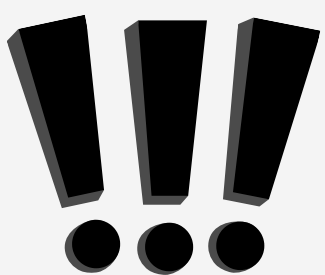
CONFIRMATION EMAIL FROM HR SENT (STEP 7)

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



FINANCIAL SERVICES (STEP 8)

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



REMINDERS

Student employees can only work a maximum of 19 hours per week in all jobs (max job limit is two jobs total).



CONGRATS!

Welcome to the VSU family!