



Student Employee Checklist - Foreign National

This checklist is for students who are not U.S. Citizens or Green Card Holders. All new student employees, students who have not been employed or paid in two years, or students who were previously Affiliates and never completed the I-9 process must complete the onboarding process. Use the checklist to support your onboarding process. For questions regarding onboarding, please contact the [Administrative Services Center \(ASC\)](#).

Step 1: Complete Online Student Onboarding Packet

Complete [International Student Check-in](#) online with Georgia Tech Office of International Education (OIE)

Access the University System of Georgia Employment Center

1. Open email titled *Your Georgia Tech New Hire Documents are Ready* from donotreply@equifax.com. This email will include your login ID and Employment Center URL.
2. Retrieve login password from a separate email titled *Your Georgia Tech New Hire Password Information* from donotreply@equifax.com.
3. Log into Employment Center with above information.
4. If you cannot find the email, check your spam folder.

Complete your Student Hire Packet

1. Log in to Employment Center.
2. Complete all 24 forms.
3. You must be in the USA, and able to provide I-94 information to complete the packet.

Further Action is Required Email Received

1. Schedule [ASC/HR appointment](#) to complete the I-9 and Security Questionnaire. Click on the 'Schedule Walk-up Appointment' tile and select "Onboarding – Completing Hiring Documents" for the reason for your visit.
 - *Note: You must bring [original documents](#) to this appointment. Photocopies cannot be used. Bring a printed copy of your I-94.*
2. Visit the following website to learn more about Student Health Insurance:
<https://health.gatech.edu/finance/insurance>

GLACIER

1. Login to [GLACIER](#) and complete Data Entry.
2. Print all forms from the PDF at the end of GLACIER and sign them.
3. Upload signed forms to [iStart](#).

Step 2: In-Person Onboarding

Complete I-9 and Security Questionnaire in-person with ASC/HR Customer Service Representative at 755 Marietta Street. **Note: this must be done prior to or within 3 days of your start date.**



If you are not located within the metro Atlanta area and need a remote option, please contact the [ASC](#) to find an appropriate location near you. Note: If you are located outside of the United States, you will need to wait until arrival in the U.S. to complete onboarding.

Step 3: Employee Self Service, Conflict of Interest, and Training

- Complete [Introduction to Employee Self-Service \(ESS\)](#) training for OneUSG Connect
- Access Employee Self Service in [OneUSG Connect](#) and complete the following (for step-by-step instructions, visit the [ASC portal](#) and type in the topic in the search field):
 - Review/Update My Direct Deposit Information
 - Update My Personal Information
- Complete the electronic [Conflict of Interest \(COI\) form](#)
- Complete [Right to Know](#) Training (USG Requirement)

Step 4: If a Social Security Number (SSN) is Needed

Gather Necessary Documents for Social Security Card Application

1. Acquire the necessary documents:

F-1

- Current I-20
- Letter of Employment printed on letterhead from your GT Hiring Department*
- Passport
- Printed I-94

J-1

- DS-2019
- Letter of Employment printed on letterhead from your GT Hiring Department*
- Passport
- Printed I-94

2. Request a Letter of Support from your Hiring Department, which must be printed on department letterhead and have an original signature.

3. Acquire a Letter of Support from OIE.

- Standard procedure: *Submit e-form 5 business days in advance of needing the letter via [iStart](#) (under the SSN and Taxes section of the site).*
- For Fall semester start dates: *Check procedure with OIE – a process may be in place to expedite support letters during peak hiring season.*

4. Print your I-94 and make photocopies of your I-20, DS-2019, Visa, and Passport.

5. Print and complete the [Social Security Card application](#).

In-person Visit with Social Security Administration (SSA) Officials

A. Walk into any Social Security Administration (SSA) office to apply for an SSN card

1. Bring documents (originals and photocopies), as well as the completed application with you.
2. Appointments are not currently available, so prepare to wait at the SSA office. Lobby hours are from 9am to 4pm, Mon-Fri, excluding federal holidays. Any person over the age of 12 who has never received an SSN must come in-person to apply.
3. You may find the nearest SSA office here: <https://www.ssa.gov/locator/>
 - The SSA office closest to Georgia Tech’s campus is located at: 401 W. Peachtree Street NW, Suite 2860, Floor 28, Atlanta, GA 30308



OR,

B. During peak hiring periods, SSA officials may be on campus to accept SSN applications directly from eligible individuals. When these visits are scheduled, the location, dates, and times will be posted on the Student Employment website.

1. Bring documents (originals and photocopies), as well as the completed application with you.

After several weeks, your Social Security Number (SSN) card will be mailed to the address you indicated on the application. After your SSN card is received:

1. Update GLACIER with your Social Security Number.
2. Double check all GLACIER data, then print and sign your Tax Summary Report (and possibly tax treaty forms).
3. Upload signed Tax Summary Report, and any tax treaty forms, to [iStart](#).
6. Once the Social Security Card is received, submit the *Social Security Number Update* e-form in [iStart](#). *Note: You have 90 days from your start date to update your SSN.*