

# Student Hiring Checklist - Foreign National

This checklist is for new student employees who are not U.S. Citizens or Green Card Holders. Use the checklist to support your onboarding process.

## Step 1: Complete Online Student New Hire 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
- Complete your Student Hire Packet
  1. Log in to Employment Center
  2. Complete all 25 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 [Human Resources appointment](#) to complete the I-9 and Security Questionnaire. *Notes: 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 with Human Resources Onboarding Specialist. *Note: this must be done prior to or within 3 days of starting your new job.*

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

- Complete [Employee Self Service Training](#) for OneUSG Connect
- Access Employee Self Service in [OneUSG Connect](#) and complete the following:
  - Verify Direct Deposit (Job Aid: [How do I Update my Direct Deposit Information?](#))
  - Verify your mailing address (Job Aid: [How Do I Change My Address?](#))

- Verify your phone number(s) (Job aid: [How Do I Update My Phone Number?](#))
- Enter or edit your military/veteran status (OneUSG Connect > Personal Details > Veteran status)
- Enter or edit your race/ethnicity (OneUSG Connect > Personal Details > Ethnic Groups)

Complete the electronic [Conflict of Interest \(COI\) form](#)

Complete [Right to Know](#) Training (USG Requirement)

#### Step 4: If a Social Security Number 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
3. Acquire a Letter of Support from OIE (*submit e-form 5 business days in advance of needing the letter via iStart under the SSN and Taxes section of the site*)
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
6. Bring documents (originals and photocopies), as well as the completed application to your designated appointment location

Request an interview appointment for the Social Security Administration via the SSA Assistance Request e-form in [iStart](#) under the SSN and Taxes section of the site

Receive your confirmed Social Security Administration appointment date, time, and location from the Office of International Education via email

After Social Security Card is received:

1. Update GLACIER with 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](#)
4. Schedule [Human Resources appointment](#) to show original card (no photocopies)