Foreign National Student Hiring Checklist

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

Prior to GradHiring

☐ 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.

☐ Complete your Student Hire Packet

  1. Log in to Employment Center.
  2. Complete all 25 forms by August 8th.

☐ Further Action Email Received

  1. Sign-up for a GradHiring appointment to complete your I-9 and Security Questionnaire.
  2. Visit the following website to learn more about Student Health Insurance: https://health.gatech.edu/finance/insurance.
  3. Complete Right to Know Training (https://www.usg.edu/facilities/rtk-ghs/).

☐ 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.

Attend GradHiring (August 12-14)

☐ Wear Face Covering

☐ Check-in at Welcome Desk

☐ Complete I-9 and Security Questionnaire with GTHR Onboarding staff

After GradHiring

☐ 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)

If a Social Security Number is Needed

☐ Gather Necessary Documents for Social Security Card Application

1. Acquire the necessary documents:

<table>
<thead>
<tr>
<th>F-1</th>
<th>J-1</th>
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<tbody>
<tr>
<td>Current I-20</td>
<td>DS-2019</td>
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<tr>
<td>Letter of Employment printed on letterhead from your GT Hiring Department*</td>
<td>Letter of Employment printed on letterhead from your GT Hiring Department*</td>
</tr>
<tr>
<td>Passport</td>
<td>Passport</td>
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<tr>
<td>Printed I-94</td>
<td>Printed I-94</td>
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</tbody>
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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. Schedule an appointment with Georgia Tech Human Resources (GTHR).
4. Bring the signed form(s) and original Social Security Number card to GTHR at 500 Tech Parkway.