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 no later than 3 days after 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 Review/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 (SSN) 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>
</tr>
</thead>
<tbody>
<tr>
<td>Current I-20</td>
<td>DS-2019</td>
</tr>
<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>
</tr>
<tr>
<td>Printed I-94</td>
<td>Printed I-94</td>
</tr>
</tbody>
</table>

2. Request a Letter of Support from your Hiring Department, which must be printed on department letterhead and have 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)
   • In early to mid-August: Check procedure with OIE – a process may be in place to expedite support letters for use during SSA on-campus visit

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. During Student Employee Onboarding event (August 17-19), SSA officials will be on campus to accept SSN applications directly from eligible individuals
   1. Bring documents (originals and photocopies), as well as the completed application with you
   2. Appointments are not available; applications will be accepted between 9am-3:30pm in Clough Room 323

OR,

B. Walk into any Social Security Administration (SSA) office to apply for a 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: [www.ssa.gov/locator](http://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

☐ After several weeks, your Social Security Number (SSN) card will be mailed to the address you indicated on the application. After SSN 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](https://istart.gatech.edu)
4. Schedule [Human Resources appointment](https://istart.gatech.edu) to show original card (no photocopies)