

International Employee Hiring Process – Non-Student

Congratulations on your job offer from Clemson University! Now, it is time for you to start a process that the University calls the international hire process, which is a process the University uses to verify your employment eligibility and to complete your hire. Please follow these steps:

<p>Step I</p>	<p>Obtain a Social Security Card or 2-week receipt letter. If you already have a social security card, skip to Step II.</p> <p>Take all your original immigration documents and documents authorizing your employment (examples include Passport, I-94, DS-2019, Employment Authorization Card, I-797A, etc.), employment offer letter, and completed application form to a Social Security Administration Office.</p> <p>Click here for more information or locations of Social Security Administration Offices.</p> <p>When you visit the Social Security Administration office and apply for your social security card, the office will not issue your social security card immediately; they will issue you a receipt letter.</p> <p>If you receive a 2-week receipt letter, proceed to Step II. If you receive a 4-week receipt letter, you must wait for your social security card to arrive before proceeding through the additional steps. If it has been more than 4 weeks since you submitted your social security number application and you have not received your card, call the Social Security Administration office you applied at to request more information. If you have difficulty, please contact a Clemson University International Employment representative.</p>
<p>Step II</p>	<p>Schedule and attend an appointment with an International Employment Representative to complete new-hire paperwork.</p> <p><i>*Please note: From November 1 through December 31, new employees must have a social security number in order to complete the hiring process; during that period, new hires cannot be authorized using a 2-week receipt letter.</i></p> <p>Click here to schedule your appointment, and bring the following to your appointment:</p> <ul style="list-style-type: none"> • Social security card or 2-week receipt letter • All original immigration documents (current passport with Visa, any older passports that contain US visas, Form I-94 and any other documents that support your employment authorization, such as an Employment Authorization Card or I-797A. <p>Your International Employment representative will approve your department’s request to hire you if you meet all requirements.</p> <p>Allow 45-60 minutes for your new-hire appointment.</p>
<p>Step IV</p>	<p><u>Wait</u> for your department to finalize your hire.</p> <p>At this point, your department has to complete your hiring process after International Employment approves their request. Special Notice! You are ineligible to begin work until all steps have been completed and your department representative informs you of your start date.</p>
<p>Step V</p>	<p>Enter your payroll information online.</p> <p>Follow the instructions emailed to you in order to set up your direct deposit and W-4 information online. Special Notice! On the W-4, Non-residents for tax purposes are required to select a status of ‘Single’ (regardless of actual marital status) and 1 allowance.</p>
<p>Step VI</p>	<p>Return your SSN to the Administrative Services Building (map) when you receive it.</p>

Notice: All employees must have current and valid work authorization at all times. If your current work authorization will expire soon, contact International Employment to set-up an appointment for re-verification of employment eligibility.

International Employment Representatives

Pablo Unda Jennifer Potts
 punda@clemson.edu potts2@clemson.edu