

## International Hiring Process – F-1/J-1 STUDENT Visas

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:

<b>Step I</b>	<p><b>Complete the SEVIS check-in process.</b></p> <p>If you have not already done so, you must complete the SEVIS check-in process. Click <a href="#">here</a>.</p>
<b>Step II</b>	<p><b>Obtain a Social Security Card or 2-week receipt letter.</b></p> <p><b>If you already have a social security card, skip to Step III.</b></p> <p>Your hiring department will issue you a letter stating they intend to hire you. This letter must be co-signed by the International Services Office. Please follow the instructions on the letter your hiring department gives you to obtain the required signatures. Once you have the letter, complete the <a href="#">Social Security Number Application Form</a>.</p> <p>Take all your original immigration documents (Passport, I-94, I-20/DS-2019), completed employment letter, and completed application form to a Social Security Administration Office. Click <a href="#">here</a> for more information.</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 III. 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>
<b>Step III</b>	<p><b>Schedule and attend an appointment with an International Employment Representative to complete new-hire paperwork.</b></p> <p>Click <a href="#">here</a> to schedule your appointment, and bring the following to your appointment:</p> <ul style="list-style-type: none"> <li>• Social security card or 2-week receipt letter</li> <li>• All original immigration documents (current passport with Visa, any older passports that contain US visas, <a href="#">Form I-94</a> and Form I-20/DS-2019).</li> </ul> <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>
<b>Step IV</b>	<p><b>Wait for your department to finalize your hire.</b></p> <p>At this point, your department has to complete your hiring process after International Employment approves their request. <b>Special Notice!</b> You are ineligible to begin work until all steps have been completed and your department representative informs you of your start date.</p>
<b>Step V</b>	<p><b>Enter your payroll information online.</b></p> <p>Follow the instructions emailed to you in order to set up your direct deposit and W-4 information online. <b>Special Notice!</b> On the W-4, nonresident aliens for tax purposes are required to select a status of "Single" (regardless of actual marital status), on the SCW-4, nonresident aliens must select "Single" and 1 allowance.</p>
<b>Step VI</b>	<p><b>Return your SSN to the Administrative Services Building (<a href="#">map</a>) when you receive it.</b></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

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