

Steps to Employment for International Students

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International students without a Social Security card must complete all 13 steps.

International students who have a Social Security card but who have never worked on the Michigan Tech campus may need to complete step 2 depending on the hiring unit. You must complete Steps 3, 4a, 4b, 4c, 4e, 4f, 5, 6 (include a copy of your Social Security card), 7, and 8. (Not 4d, 9-13)

International students who have worked on the Michigan Tech campus before may not need to go beyond step 1. Depending on the hiring office's procedures, students may need to complete Steps 1 and 2, and the hiring office may require other paperwork.

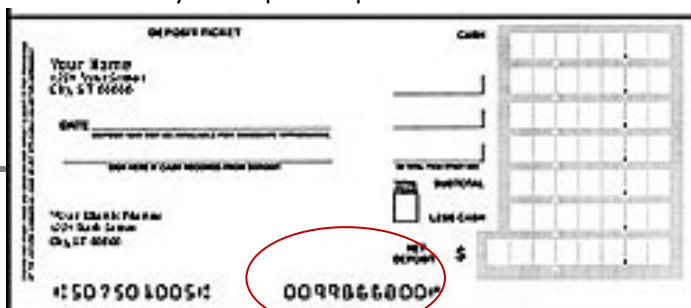
Summary of all steps (Details and live links to forms follow this summary):

1. Student locates a job on campus.
2. Student gets a signed *Employment Verification Form* from the supervisor. For graduate students receiving an assistantship the offer letter may be acceptable in place of this form.
3. Student visits the IPS website for information about the employment process:
<http://www.mtu.edu/international/forms-info/employment>
4. Student completes the necessary forms:
 - a. USCIS Form I-9
 - b. IRS Form 8233
 - c. IRS Form W-4
 - d. MI Form MI-W4
 - e. Social Security Form SS-5
 - f. MTU Patent, Research and Proprietary Rights Agreement
 - g. MTU Payroll Direct Deposit Authorization (optional)
5. Student makes black & white photocopies of immigration documents.
6. Student assembles employment application packet .
7. Student takes the entire packet to hiring office.
8. Student takes the signed *Employment Verification Form* to the IPS Office for Immigration Advisor letter.
9. Student goes to Social Security Office.
10. Student takes Social Security receipt to hiring office.
11. Student takes Social Security card to hiring office as soon as it is received.

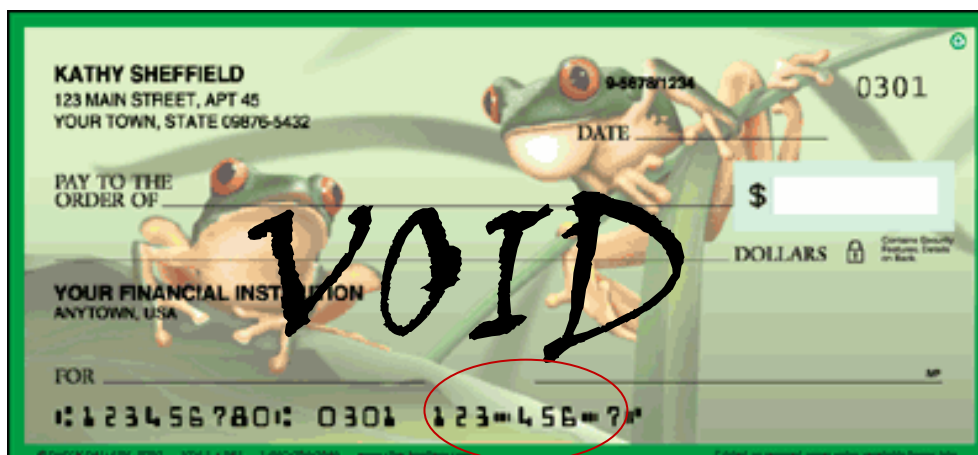
Detailed Procedures

1. Student locates a job on campus (one source: <http://www.career.mtu.edu/students/jobpostings.php>).
2. Student gets an [Employment Verification Form](#) from the hiring supervisor with Section I completed and signed. Some hiring units may complete all three parts of the form at this stage. For graduate students receiving an assistantship, the offer letter can be substituted for the Employment Verification Form if it has a place for the student to sign/date that they've accepted the offer.
3. Student goes to the IPS website for information about the employment process.
4. Student completes the following forms. **Later steps will explain where help is available if you need it.** If you do not have access to a computer with a printer, they are available in the library (10 cent per page printing charge) and in the IPS Office.
 - a. USCIS Form I-9 (Employment Eligibility Verification) Complete only Section 1.
 - i. Fill in name and date of birth.
 - ii. Fill in your *local* address (Houghton, Hancock, or other local area).
 - iii. The last box of Section 1 says, "I attest, under penalty of perjury, that I am (check one of the following)" Check the box "An alien authorized to work until _____ <Fill in I-20 completion date> _____".
 - iv. Fill in your I-94 number in the blank (Alien# or Admission#).
 - v. After you have completed Section 1, print the form on white paper.
 - vi. Form I-9 available on the USCIS Immigration Forms Site:
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>
 - b. Form 8233 (Internal Revenue Service)— Check the table at the link [HERE](#). This is a table listing countries that have a tax treaty with the United States. If your home country is listed, and if you meet the criteria noted in columns B and C, your wages will qualify for a tax exemption. BUT, you must complete Form 8233. Instructions and a link to the form will be found at the website with the tax treaty table.
This link to instructions: <http://www.admin.mtu.edu/acct/dept/tax/nrstudentwages.htm>
See also: <http://www.irs.gov/pub/irs-pdf/i8233.pdf>
See this link for the form itself: <http://www.irs.gov/pub/irs-pdf/f8233.pdf>
See this link for links to individual country treaties:
<http://www.irs.gov/businesses/international/article/0,,id=96739,00.html>
 - c. Form W-4 (Internal Revenue Services) Fill out ONLY the following information:
 - i. Section 1: first name, last (family) name, home address. This is NOT your home country address but your local Houghton/Hancock address.
 - ii. Section 2: social security number—If you do not have a SSN, leave this blank.
 - iii. Section 3: check the box "single" even if you are married.
 - iv. Section 5: You should generally claim one (1) withholding allowance. However, if you are a student from India, you may be able to claim additional allowances.
 - v. Section 6: Write "non-resident alien" or "NRA" on the dotted line to the left of the box where a dollar amount is requested. If you put a dollar amount on line 6, it will decrease the amount of your paychecks.
 - vi. Section 7: Do NOT claim that you are exempt from withholding, even if you meet both of the conditions listed on that line. Leave this section blank.
 - vii. Leave the rest of the form blank for now. You do not need to fill out any of the worksheets.
 - viii. Print the form on white paper.
 - ix. Section 8: Sign and date the form.
 - x. IRS Form W4 is available on the IRS website: <http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>.
 - d. Form MI-W4 (Michigan State) Fill out ONLY the following information:

- i. Section 1: social security number – If you do not have a SSN, leave this blank.
 - ii. Section 2: date of birth
 - iii. Section 3: name – first, middle initial, last (family); home address – this is NOT your home country address but your local, Houghton/Hancock address.
 - iv. Section 4: driver license number – the number if you have a license, otherwise enter “N/A”
 - v. Section 5: check appropriate yes/no box and fill in date if “yes” is checked.
 - vi. Section 6: You should generally claim one (1) exemption
 - vii. Section 7: If you wish to have an additional amount deducted from your check (which will reduce the amount of your check) enter that amount.
 - viii. Section 8: Do NOT claim that you are exempt from withholding on Line 8. Do not check any boxes.
 - ix. Print the form on white paper.
 - x. Section 9: Sign and date the form.
 - xi. Form MI-W4 is available on the Michigan State website:
http://www.michigan.gov/documents/mw4f_76761_7.pdf .
- e. Application for a Social Security Card: Form SS-5 (Fill out the ENTIRE form. The following items may be confusing.)
- i. Box 1: name should be as it is on your passport.
 - ii. Box 3: citizenship—check “legal alien allowed to work”.
 - iii. Boxes 8.B/9.B: mother’s/father’s social security number: Unless they have worked in the US, they won’t have one. Leave this blank unless they have a number.
 - iv. Box 17: check “self”.
 - v. Print the form on white paper.
 - vi. Form SS-5 is available here: <http://www.ssa.gov/online/ss-5.pdf>
- f. Patent, Research, and Proprietary Rights Agreement
- i. Graduate Students: If you have not completed this form, you must do so before you can be paid. This form should be completed according to your department procedures and given to the Graduate School. The Graduate School will record your form in Banner (SZAGDGR: Patent Date). <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/PatentFormt.pdf>
 - ii. Undergraduate Students: Print this form, read it, but do not sign it now. You will sign it in the presence of a witness who also needs to sign it.
http://www.ted.mtu.edu/forms/undergrad_pra.pdf
- g. Payroll Direct Deposit Authorization (Optional, but encouraged): This form will authorize Michigan Tech to deposit your pay check directly into your checking or savings account. You may use the form here < <http://www.admin.mtu.edu/hro/forms/directdepositauthorization2007.pdf> > or later you may add direct deposit through Banweb.
- i. Fill out your name
 - ii. Leave the social security line blank
 - iii. Complete the boxed section for NEW DIRECT DEPOSIT
 1. Financial Institution is your bank’s name
 2. Mark whether this is a checking account or a savings account
 3. Amount/Percent: 100% if not split between two accounts
 4. The account number is NOT your debit card number. It is the account number given at the bottom of your deposit slip.



5. Sign and date the form.
6. If you want your pay deposited in a checking account, bring in a blank check on which you have written "VOID" in large letters:



7. If you want your pay deposited in a savings account, bring a pre-printed savings account deposit slip that has your name, your bank's routing number, and your account number printed on it:



5. Student makes *two* black & white photocopies of each these documents:
 - a. Visa (even if expired)
 - b. Picture page of your passport (& any renewal or change pages)
 - c. I-20 (all three pages)
 - d. I-94 (front and back)
6. Student assembles employment application packet for the hiring unit:
 - a. Employment Verification Letter with "Intent to Hire" signature (or as instructed by hiring unit)
 - b. I-9 (filled out as explained above)
 - c. Form 8233 (if applicable) – filled out as explained at <http://www.admin.mtu.edu/acct/dept/tax/nrstudentwages.htm>
 - d. W-4 (filled out as explained above)
 - e. MI-W4 (filled out as explained above)
 - f. Application for a Social Security Card (filled out as explained above)
 - g. Payroll Deduction Form (optional – filled out as explained above if you choose this option)
 - h. One photocopy of your visa
 - i. One photocopy of the picture page of your passport (& any renewal or change pages)

- j. One photocopy of your I-20
 - k. One photocopy of your I-94
 - l. Photocopy of your Social Security card if you already have one.
7. Student then takes the entire packet to the hiring office (this is not your supervisor, but the office that processes your paperwork).
 - a. Student completes the “General Payroll Information for Student Employees” form (or similar form according to hiring department procedures).
 - b. Hiring Office will complete “Student Requisition/Status Change” form.
 - c. If the student does not yet have a social security card, the hiring office will return the “Employment Verification Form” to the student. It must have a start date and a supervisor’s signature.
 8. Student takes the completed Employment Verification Form to the IPS
 - a. IPS produces letter verifying full-time status and emails student when it is ready to be picked up.
 - b. Student picks up letter from IPS.
 9. Student goes to Social Security Office with these documents:
 - a. Originals AND one photocopy of all immigration documents: Passport, visa, I-94 (front and back), I-20 (all three pages).
 - b. Original Employment Verification Letter from hiring supervisor/unit – must be on department letterhead.
 - c. Original letter from International Programs and Services on IPS letterhead.
 - d. Completed and signed application for a Social Security Card
 - e. For a map to the Social Security Office, type this address into Mapquest, Google Maps, or similar software: 902 Razorback Dr, Houghton, MI 49931. A map is also available in IPS. The Houghton Transit bus stops at the Razorback Center where the Social Security Office is located. Social Security Office is in Suite #3; their phone: 906.482.9656; Office Hours: 9 a.m.-4 p.m. Monday-Friday.
 - f. Student will get a letter (receipt) showing that s/he has applied for a social security card.
 10. Finishing steps:
 - a. Student takes the Social Security letter / receipt to your hiring office.
 - b. Hiring Office will put student on payroll.
 11. Student takes a copy of the social security card to your hiring office as soon as it is received.
 - a. You are allowed to receive 2 paychecks (4 weeks of work) with the letter saying you’ve applied for a card. If your card has not arrived by the time your 3rd check is available, you must pick it up directly from the Payroll Office (Lakesore Center, 2nd Floor).
 - b. If you choose direct deposit, it will be inactivated if your card is not on file in Payroll by the 3rd check. You can reactivate it after your card is received.