



INTERNATIONAL STUDENT EMPLOYMENT CHECKLIST

Congratulations on your new position! To help you get started, we've created this checklist to guide you through the onboarding process. Please review the list below to ensure you have everything you need for a smooth start.

All new hires will receive an email from HRHires@newschool.edu asking you to confirm if you have received your social security card or application receipt. **If you have not obtained your social security card or application receipt yet, please go to page 2 for the F-1 process or page 3 for the J-1 process.** Once you confirm, HR will send you a secure email with instructions on how to submit all paperwork and complete the I-9 process. If you did not receive this email please reach out to your department manager.

You may not begin work until you have submitted all paperwork and completed the I-9 process.

- ☐ **Step 1 - Fill out the following documents**
 - Personal Data Sheet
 - Foreign National Data Sheet
 - IT-2104
 - Direct Deposit Form (A voided check, screenshot from banking app, or direct deposit letter from your bank is recommended)
- ☐ **Step 2 - Send completed new hire paperwork to HR via Secure Send. The secure link will be provided in the email from HRHires@newschool.edu.**
- ☐ **Step 3 - Meet with a representative to present I-9 [Acceptable Documents](#). The detailed instructions will be provided in the email from HRHires@newschool.edu.**
- ☐ **Step 4 - Sign additional tax forms. After completing your I-9, you will receive tax forms prepared by Human Resources. These forms are prefilled and only require your signature.**

Once you have completed steps 1 through 4 and you are set up in MyDay, Human Resources will contact your department to set up your hourly position or submit your stipend payment. You **CANNOT BEGIN** working until both of these have been completed.

For F-1 Student on-campus employment:

- After you receive your job offer, you will work with your HR Partner or Student HR Partner to obtain the [Remote - SSN Verification and Eligibility Letter for F1/J1 Student On-campus Employment](#). Your HR Partner or Student HR Partner must

give you the physical letter in person or via mail (cannot be given or signed electronically).

- You will submit a [Letter Request](#) via [iGlobal](#) to receive an SSN support letter from the ISSS office needed to apply for your Social Security Number for on campus employment. For more information, please also visit the [ISSS SSN page](#).
 - The earliest you can apply for an SSN is 30 days before your employment start date. It is important to note that once approved you can expect a 2-4 week delay until you receive your SSN card in the mail.
 - To apply for your Social Security Card at the Social Security Office, you will need to complete the Application for a Social Security Card (SS-5) and bring your:
 - Valid unexpired passport
 - I-94 record
 - I-20
 - ISSS SSN Eligibility Letter (issued and signed with original signature by ISSS)
 - Social Security Verification and Eligibility Letter (signed with original signature by your HR Partner or Student HR Partner)
 - New School ID
 - Advise your HR Partner or Student HR Partner when you have received your SSN/application receipt. They will submit your employment information to Human Resources.
 - Human Resources will contact you via email to submit your new hire paperwork via secure file email from HRHires@newschool.edu.
 - Once your paperwork has been processed and you are set up in MyDay, Human Resources will contact your department to set up your hourly position or submit your stipend payment. You **CANNOT BEGIN** working until both of these have been completed.
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For J-1 Student on-campus employment:

Please note: *You must have authorization from ISSS for each position you will be working.*

- You will submit a [J-1 On-campus Employment request](#) via [iGlobal](#) to obtain J-1 on-campus employment authorization and a J-1 employment authorization letter through ISSS. Please note that an official employment offer letter containing all required information as instructed in the request form in iGlobal is required in order to complete this request form in iGlobal. J-1 students must receive on-campus employment authorization through ISSS to be eligible to work on campus and must receive the J-1 employment authorization letter to apply for a Social Security Number for on-campus employment. For more information, please also visit the [ISSS SSN page](#).
- The earliest you can apply for an SSN is 30 days before your employment start date. It is important to note that once approved you can expect a 2-4 week delay until you receive your card in the mail.

- To apply for your Social Security Card at the Social Security Office, you will need to complete the Application for a Social Security Card (SS-5) and bring your:
 - Valid unexpired passport
 - I-94 record
 - DS-2019
 - J-1 On-campus Employment Authorization Letter (issued and signed by ISSS)
 - New School ID
- Advise your HR Partner or Student HR Partner when you have received your SSN/application receipt. They will submit your employment information to Human Resources.
- Human Resources will contact you via email to submit your new hire paperwork via secure file email from HRHires@newschool.edu.
- Once your paperwork has been processed, and you are set up in MyDay, Human Resources will contact your department to set up your hourly position or submit your stipend payment. You **CANNOT BEGIN** working until both of these have been completed.