Employment Checklist for International & Exchange Students

☐ Search for a job:
1) Look on Spartan Trak for current on-campus positions available at www.uncg.edu/csc.
2) Stop by the Student Employment Office to review positions available in notebooks.
3) Contact a department you would like to work in to inquire about openings.

☐ Secure a job offer:
1) Contact the department where you are interested in working
2) Complete an application and/or interview.
3) Obtain a letter of hire from that employer (must be on the office letterhead and signed).

☐ Obtain Social Security Information:
1) If you are a degree-seeking student, present the letter of job offer to Michael Elliott, Director of International Student & Scholar Services or Norma Velazquez, Assistant Director of International Student & Scholar Services for International Programs Center located at 203 Foust Building.
2) If you are an exchange student, present the letter of job offer to Denise Bellamy, Director of Study Abroad & Exchanges in the International Programs Center located at 207C Foust Building.
3) Obtain a letter either from Michael Elliott, or Norma Velazquez or Denise Bellamy to take to the Social Security Office and instructions for obtaining a social security card.

☐ Complete an INS 1-9 form (Employment Verification Eligibility)
1) Take identification, Immigration documents, and copy of Social Security receipt to the Student Employment Office (SEO) to complete an 1-9 form (Contact SEO for a list of acceptable documents).
2) Receive an 1-9 Verification Card from the SEO.
3) Present this card to your employer.

☐ Complete appropriate tax information:
1) Make an appointment with John Kirkman, Tax Compliance Officer in the Payroll Office located in the Mossman Building.
2) Complete any necessary paperwork.

☐ Report to your employer:
1) Set up a schedule with your employer.
2) Begin working; remember no more than 20 hours per week.

HAVE A GREAT YEAR!

CONTACT INFORMATION:
International Programs Center
Norma Velazquez 334-5404
International Programs Center
Denise Bellamy 334-5404
Student Employment Office Payroll
Chad Collins 256-0388
Tax Office
John Kirkman 334-5180
Social Security Office
6005 Landmark Blvd. 854-1809