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](http://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 Norma Velazquez, International Student Advisor or Greta Smith, International Services Coordinator located at 207 Foust Building.
  2) If you are an [exchange student](#), present the letter of job offer to Dee Stafford, Incoming Exchange Coordinator in the International Programs Center located at 207 Foust Building.
  3) Obtain a letter either from Norma Velazquez or Greta Smith (F-1 degree seeking students) or Dee Stafford (J-1 exchange students) to take to the Social Security Office and instructions for obtaining a social security card.

☐ Complete an INS I-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 I-9 form. (Contact SEO for a list of acceptable documents).
  2) Receive an I-9 Verification Card from the SEO.
  3) Present this card to your employer.

☐ Complete appropriate tax information:
  1) Make an appointment for a Payroll Tax Assessment in the Payroll Office located in the Mossman Building. You may contact payrollt@uncg.edu to schedule an appointment.
  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:

<table>
<thead>
<tr>
<th>Contact Location</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Programs Center</td>
<td>Denise Bellamy</td>
<td>(336) 334-5404</td>
</tr>
<tr>
<td>International Programs Center</td>
<td>Norma Velazquez</td>
<td>(336) 334-5404</td>
</tr>
<tr>
<td>Student Employment Office</td>
<td>RJ Hooker</td>
<td>(336) 334-5454</td>
</tr>
<tr>
<td>Payroll Tax Office</td>
<td>TC Nordan</td>
<td>(336) 334-5748</td>
</tr>
<tr>
<td></td>
<td>Ebony Miles</td>
<td>(336) 334-5022</td>
</tr>
<tr>
<td></td>
<td>John Kirkman</td>
<td>(336) 334-5180</td>
</tr>
<tr>
<td>Social Security Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>