

Hiring International Students

On-Campus Employment Process

International Student & Scholar Services



Agenda

I. New On-Campus Employment Process

II. Hiring Process for New Students

III. Hiring Process for Continuing Students

IV. Offer Letter Requirements

V. Form I-9 Process

VI. Hire Form and Dates

VII. Hiring Process for Optional Practical Training.(OPT)

New On-Campus Employment Process

**The *Work Eligibility Form (WEF)*
has been eliminated!**

**An approved WEF will no longer
be needed to begin the Payroll
*Hire Form.***



Hiring Process for New Students

If the student is an incoming student, then the following must be completed prior to the first day of employment:

ISSS

Student completes:

- *Intl. Student Compliance Canvas Course*
- *Mandatory Govt. Check-In with ISSS via DocuSign*

1

Department

Supervisor provides:

- *Job offer letter to the student (use the job offer sample letter if needed)*
- *New Employee Packet - Student and onboarding information*

2

HR

Student completes:

- *Form I-9 with Human Resources*

3

Payroll

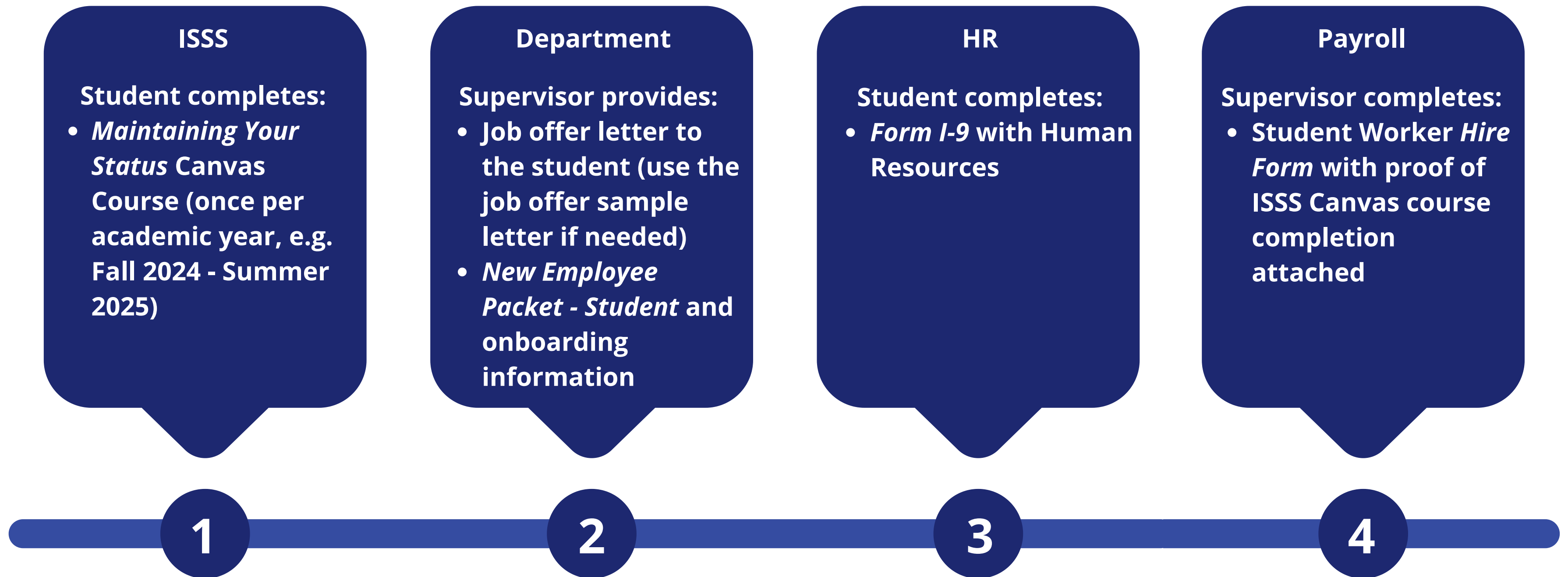
Supervisor completes:

- *Student Worker Hire Form with proof of ISSS Canvas course completion attached*

4

Hiring Process for Continuing Students

If the student is a continuing student, then the following must be completed prior to the first day of employment:



If the student is graduating within the period of the *Hire Form*, the end date must be the date of commencement indicated on the Academic Calendar. Graduating international students must not work past this date.



Offer Letter Requirements

When an international student is being hired on campus, it is recommended that a job offer letter is provided for record-keeping and immigration compliance purposes.

The offer letter should include the following information:

- Job Title
- Department
- Supervisor
- Employment Start and End Date
- Work Schedule (Number of hours per week, specific days/times if known)
- Hourly Wage
- Job Responsibilities

Form I-9 Process for Students

1

Supervisor provides student with
New Employee Packet - Student

2

Student completes the *Form I-9* with HR
prior to the first day of employment

3

Student returns with proof of
Form I-9 completion and begins working



Hire Form and Dates

The *Hire Form* must be completed prior to the student's first day of employment. The form is typically submitted by the supervisor or department coordinator.

Once submitted, the *Hire Form* is eventually routed to ISSS for review of the student's eligibility to work on campus and ensure compliance regarding their immigration status.

When determining the dates of the *Hire Form*, please consider:

- Supervisors must follow Payroll Office cycle dates for form submission
- Graduating students' end date on the *Hire Form* should be their commencement date



Students should not begin working until the *Hire Form* has been completed.





Hiring Process for Optional Practical Training (OPT)

When hiring an international student from SMU who is on OPT,
please complete the following:

1

Complete the *OPT Employment Verification Form* initiated by the student via DocuSign

2

Contact Kelly Services for the hiring process if temp. job

3

Submit a new *Hire Form* routed to ISSS for verification


**F1 STUDENTS WHO HAVE GRADUATED FROM OTHER INSTITUTIONS
AND HAVE OPT WORK AUTHORIZATION DO NOT NEED ISSS
APPROVAL**


Questions?

Contact ISSS via email, phone or visit us in the office!

 iss@smu.edu

 214-768-4475

 **Walk-In Advising Hours**
9 - 11 AM CST (via Zoom)
2 - 4 PM CST (in-person)

 **Laura Lee Blanton Student Services Building**
6185 Airline Road, Suite 101
Dallas, TX 75205

 www.smu.edu/enrollmentservices/international
