



International Graduate Student Hiring Appointment Guidelines

Center for International Education and Services
TheWorld@memphis.edu

Product of Process Improvement

CONTENTS

1.0 PRELIMINARIES	2
1.1 Timeline To Begin:	2
1.2 Required Documents Before First Day Worked:.....	2
1.3 Weekly Hours Allowed To Work:.....	2
1.4 Determine Type Of Work To Be Performed:	2
1.5 Verify Any Student Holds:.....	2
2.0 OFFER LETTER	3
3.0 STUDENT ACCEPTS OFFER LETTER – Report To International Student Services.....	3
3.1 International STUDENT Services Verification Process:	4
4.0 DEPARTMENT ORIGINATORS FOLLOW-UP	4
4.1 Government Regulated Dates for Students:.....	4
4.2 Government Required Forms:	4
4.3 Payroll Required Forms:.....	5
5.0 GA EContracts.....	5
6.0 FIRST DAY OF WORK	5
APPENDIX A: WEB LINKS.....	6
APPENDIX B: SAMPLE PROOF OF EMPLOYMENT LETTER	7

GUIDELINES FOR INTERNATIONAL GRADUATE ASSISTANTS: OVERVIEW

Graduate Assistants play a very valuable role within the academic community by augmenting the efforts of full-time faculty and administrative offices. For those hiring Graduate Assistants (“GAs”), please review the requirements for Graduate Assistantships on the Graduate School website ([Appendix A](#)).

1.0 PRELIMINARIES

1.1 TIMELINE TO BEGIN:

- The process to hire new international students, in general, should begin 90 days prior to their first day of work.
- Visa application processing times can vary, potentially adding to your hiring timeline.

1.2 REQUIRED DOCUMENTS BEFORE FIRST DAY WORKED:

- I-9 is a Federal form required to be completed, on site, on or before the 1st day of work. This is *Federal law*.
- A Social Security card must be presented by the student to complete their I-9.

1.3 WEEKLY HOURS ALLOWED TO WORK:

- International students cannot work more than 20 hours a week during the academic year while classes are in session.
- International students can work more than 20 hours a week during the summer term and during breaks between semesters provided departmental budgets have funds available for this purpose.

1.4 DETERMINE TYPE OF WORK TO BE PERFORMED:

- Connect with your department/college leadership to determine what type of work (teaching, research or administration) needs to be accomplished by GAs and what tuition and stipend amounts have been budgeted for these GAs.

1.5 VERIFY ANY STUDENT HOLDS:

- Check for any student holds (Banner INB screen SOAHOLD).

Health Insurance: International students must obtain health insurance prior to being cleared to register. Proof of coverage must be presented to the International Student Services Office. Additional health insurance information can be found on the International Student Services website ([Appendix A](#)).

2.0 OFFER LETTER

Send an offer letter from your program to all new GAs, which must include the following information, before they are accepted into your program:

- Students must be fully admitted to the Graduate School and to a graduate program according to Graduate Admissions guidelines.
- Include the stipend amount, tuition amount, weekly hours contracted, and number of semesters for which the assistantship is awarded.
- Note that an I-9 must be completed on or before the first day of work.
- A Social Security card and W-4 tax form must be on file before they can receive their first payroll check.

Note: If you will be using USPS (United States Postal Services) to deliver offer letters, then please consider that your GAs may be living in regions or neighborhoods where mail delivery is tenuous. Certified delivery through DHL, FedEx or other carriers may be the best alternative.

3.0 STUDENT ACCEPTS OFFER LETTER – REPORT TO INTERNATIONAL STUDENT SERVICES

After the student has accepted the offer letter, you must complete the ‘Graduate Assistantships for International Students Information Form’ located on the International Student Services Office website under “UofM Departments/Hiring New International Students” ([Appendix A](#)).

The form ask for the following information:

- Student Name
- Banner ID
- Student UofM email
- Hiring department name
- Academic program
- Starting semester
- Tuition amounts per semester - Fall, Spring, Summer
- Stipend amounts per semester- Fall, Spring, Summer
- Hours contracted to work per week
- Total funds available for academic year tuition + stipend

- Department originator's name, phone number and email address

3.1 INTERNATIONAL STUDENT SERVICES VERIFICATION PROCESS:

- Verify student is fully admitted into a degree program.
- Verify student has financial funding.
- Verify that the student's demographic information has been updated.
- Issue an I-20 and mail the form to the student (unless the department pays for express delivery).

4.0 DEPARTMENT ORIGINATORS FOLLOW-UP

Within a reasonable timeframe, validate in Banner INB that the student has been fully admitted. If the student has been admitted, complete the following:

- Contact the student to verify they have received the I-20 form. If delivery problems are apparent, request a SEVIS number from the International Student Services Office and send that number to the student. Students can use SEVIS numbers to schedule consular appointments in advance, but they will need their I-20 form prior to visiting with a consular.

4.1 GOVERNMENT REGULATED DATES FOR STUDENTS:

- Students can arrive in the USA no more than 30 days prior to the students' first orientation. Orientation dates can be found on the International Student Services Office website ([Appendix A](#)). Provide students with this date to assist them with purchasing an airline ticket and making certain they arrange for housing and living accommodations in enough time. Please refer students to their I-20 for their earliest possible USA entry date.
- Students should be in the USA 10 days before they are eligible to apply for a Social Security number. Students should allow another 10 days after the application to receive a Social Security card.

4.2 GOVERNMENT REQUIRED FORMS:

- I-94: This form must be presented to the International Student Services Office within 15 days after arriving in the United States ([Appendix A](#)).
- Social Security Card: Students are required to provide proof of employment to the Social Security Administration when applying for their Social Security Card. A proof of employment letter, must be completed by the department and given to students before they apply for a Social Security Card. A sample letter can be found [Appendix B](#).

- I-9: Authorization to work in the USA. Required for employment. All employees must complete an I-9 form at the Shared Services Center (Administration Building, Room 192) on or before their first day of work. Make certain your students are aware of the appropriate I-9 documents they need to bring with them to Shared Services. ([Appendix A](#)).

4.3 PAYROLL REQUIRED FORMS:

- After completing their I-9s, Shared Services will guide students to complete their payroll Direct Deposit forms and direct them to the Finance Office where they will complete their W-4 form.

5.0 GA ECONTRACTS

Prepare GA eContracts for Students Offered Graduate Assistantships.

- EContracts will need to be completed at least one month prior to the student's arrival. This allows time for departmental approvals, student signatures, and internal processing to meet payroll deadlines.
- International GAs are subject to the same rules as domestic GAs with respect to non-exempt (hourly paid) and exempt (monthly paid) status.
- **Important:** Service begin dates are used for I-9 verification of the first day of work. Please build and modify eContract service start dates as appropriate.

6.0 FIRST DAY OF WORK

Send international students to Shared Services to complete their

- I-9: A Social Security card is **REQUIRED** in order to complete the I-9 form. Without an I-9, a GA cannot work. If a student shows up for their first day of work without an I-9, assist your student in determining how this situation can be resolved and reschedule their work as necessary.
- Verify in Banner, on the **PEAEMPL** form, United States Regulatory tab, that the I-9 field has been populated. Please allow 24 hours for this field to be updated.
- If there are changes to the student's work start date, revise the respective eContract Service Start date shortly after verifying the I-9.

APPENDIX A: WEB LINKS

Graduate Assistantships

http://www.memphis.edu/gradschool/current_students/ga.php

Hiring Departments Information:

http://www.memphis.edu/iss/uofm_departments/hiring_new_international_students.php

Health Insurance Information

http://www.memphis.edu/iss/ins_info.php

University Graduate School

http://www.memphis.edu/gradschool/current_students/ga.php

University International Students Services – UofM Departments

http://www.memphis.edu/iss/uofm_departments/index.php

I-94 – Required to enter the United States

<https://i94.cbp.dhs.gov/i94>

I-9 - Employment Eligibility Verification Form

https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf?download=1

International Student Services email

TheWorld@memphis.edu

APPENDIX B: SAMPLE PROOF OF SOCIAL SECURITY WORK VERIFICATION LETTER

Date:

To whom it may concern:

This is evidence of on-campus employment for _____

Nature of student's job: _____

Start date: _____ Number of hours: _____

Pay: _____ Per: _____

Employer contact information: 62-0648618

(Employer ID number EIN)

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Employee Print Name _____

Signatory's Title _____

Date _____

Please Use Blue Ink Only