

Complete Guide to Student Employment for International Students

International students may be awarded “Rhodes Student Employment” in their Rhodes financial aid awards. Student employees are given top priority for jobs on campus; then, if there are still positions available, other students may be hired.

Form I-9

1. Student: Bring your completed Form I-9 to Rhodes Express, with your passport and a printout of your most recent Form I-94 (you can print your I-94 [here](#).)
2. Rhodes Express: Notify Kathleen of student’s I-9 with a status of ‘alien authorized to work until...’
3. Kathleen: Prepare the student’s account in the ‘FNIS’ Foreign National Information System
4. Kathleen: Email the student with their FNIS login info
5. Student: Use your FNIS login info to complete the online questionnaire and provide your non-immigrant visa history

Being Hired

6. Student: Apply for a student employment position [here](#).
7. Student: Respond promptly to any Rhodes faculty or staff member who offers to speak with you about a position in their office.
8. Student: Most offices will interview multiple students for the job(s) they have open. Make a good impression by adhering to these [student interview tips](#).
9. Hiring manager: Complete a “Request to Hire” form, found [here](#).

Social Security Number

10. Student: Wait at least two weeks from the date on your Form I-94 and after the first week of classes to apply for your Social Security Number.
11. Student: Complete the Social Security Number application [found here](#) (print and complete the form).
12. Student: Ask your hiring manager to complete Section 1 of the “On-Campus Employment Verification Letter”
13. Student: Ask Erin to sign Section 2 of your “On-Campus Employment Verification Letter.”
14. Student: Bring your Social Security Number Application Form, On-Campus Employment Verification Letter, Form I-94, and Form I-20 to the Social Security Administration Building (1330 Monroe Ave., Memphis, TN 38104) to apply in-person for your Social Security Number. Salma will assist you in scheduling a ride to the Social Security Office.
15. Student: You will receive a receipt from the Social Security Administration. Notify

Kathleen that you have applied for your Social Security Number Card and that you have a receipt from the Social Security Administration. Your SSN Card will be mailed to your Rhodes campus mail box. It may take up to 4 weeks.

Completing the New Hire Paperwork

16. Kathleen: Notify the student and supervisor that they can begin working. However, they cannot be added to our payroll system until the Social Security Number Card has been received and added to our hiring paperwork.
17. Student: When you receive your Social Security Number Card, add your Social Security Number to the FNIS system and notify Kathleen that your information in FNIS is now complete.
18. Student: Bring your Social Security Number Card to Jessica in Rhodes Express.
19. Jessica: Complete the E-verify portion of the employment authorization.
20. Kathleen: Review student FNIS information and determine tax residency and which tax forms are required (W4 or 8233 if a tax treaty benefit is available). Contact the student to come sign the appropriate tax form.
21. Student: Respond promptly to Kathleen's request for you to come sign the appropriate tax form.
22. Kathleen: Notify Rhodes Express and Tina that the student's W4 requirement has been met (W4) or can be waived (8233)
23. Tina: Add the student's job assignment in Banner and AsureForce for payroll.

Identity Theft and Your Social Security Number

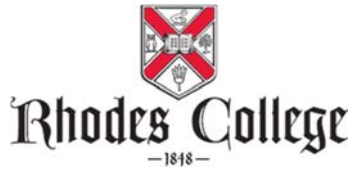
Students, be careful with your Social Security Number and Card, to avoid becoming a victim of [identity theft](#). Keep your Card and any other document that shows your Social Security Number in a safe place. DO NOT routinely carry your card or other documents that display your number.

Rhodes Contacts:

Kathleen Cates: Associate Comptroller, kcates@rhodes.edu, 200 Halliburton Tower, 843-3767
Erin Hillis: Associate Dir. International Programs, hillise@rhodes.edu, 139 Burrow, 843-3403
Jessica Rodriguez: Rhodes Express Supervisor, rodriguezj@rhodes.edu, 843-3751
Tina NeSmith: Payroll Manager, nesmitht@rhodes.edu, 201 Palmer Hall, 843-3144
Stacey Duncan, Sr. Assistant Dir. Financial Aid, duncans@rhodes.edu, 205 Burrow Hall, 843-3807
Salma Benkerroum, RSA for International Students, bensa-19@rhodes.edu

Memphis Social Security Administration Office:

1330 Monroe Ave, Memphis, TN 38104, (866) 336-2212



On-Campus Employment Verification Letter

Section 1: To Be Completed By the Student's Manager (Please Print)

Student's Name as Stated in Passport:	
Student's Rhodes ID Number:	
Place of Employment:	Rhodes College Student Employment
Employer Identification Number (EIN):	62-0476301
Nature of Student's Job:	Clerical assistance, research assistance, data import, materials processing, may involve tutoring
Employment Start Date:	
Number of Hours/Week:	

Please check one:

- This position is funded through Rhodes College Financial Aid
- This position is funded through another source (Grants, Fellowship, etc.)

As the student's manager, I verify that the above stated employment information is accurate.

Stacey Duncan

Employer/Manger Sr. Assistant Director of Financial Aid (901) 843-3807, duncans@rhodes.edu	Signature, Employer/Manger	Date (mm/dd/yyyy)
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Section 2: To Be Completed By Buckman Center for International Education

I certify that the above named student is enrolled as a full time student at Rhodes College.

Dr. Erin Hillis, PDSO

Immigration Coordinator Associate Director of International Programs (901) 843-3403, hillise@rhodes.edu	Signature, Immigration Coordinator	Date (mm/dd/yyyy)
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An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers available on the socialsecurity.gov website.