

## **Steps for Hiring an International Student**

1. E-mail a request to Stephanie Smith, Student Employment Coordinator @ [srsmith3@una.edu](mailto:srsmith3@una.edu), which includes the student's first and last name, and L#, and the hiring department's name.
2. The Student Employment Coordinator will notify Karen Kennedy, International Affairs by email of the student's eligibility.
3. The student will visit Karen Kennedy in Powers Hall Room 128 to receive a "Departmental Hiring Letter" and "Verification Letter "
4. The student will take the Departmental Hiring Letter to take to the hiring supervisor to obtain a signature.
5. Once the "Departmental Hiring Letter" is signed by the hiring supervisor, the student will take both letters to the Social Security Administration Office located at 203 S. Walnut to apply for a Social Security Card.
6. If there are no homeland security issues, a Social Security Card is issued and received within two weeks. The student should report to Room 224 in Bibb Graves to complete all required new hire paperwork and provide a copy of the Social Security Card, Passport, Visa and I-20 Form.
7. A copy of the student's new Social Security Card is sent to the Registrar's Office.
8. The social security number must be entered into Banner by the Registrar's Office before an EPAF can be created or approved.
9. The supervisor will receive an e-mail from Student Employment indicating when an EPAF can be submitted.