



**Office of Student Employment**  
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# Student Employment Checklist for International Students

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*International USF students who wish to work on campus must complete a three-part process in order to obtain employment and receive payments (earnings) in accordance with University and federal requirements. The steps listed below must be completed by all first-time employees.*

## I. Obtain a student employment position at USF

- 1. Look for and apply for an on campus job. Refer to the [Online Job Listings page](#) for a list of available job opportunities. When you are offered and have accepted a job, go to step 2.
- 2. Complete USCIS Form I-9, Employment Eligibility Verification, according to the [instructions](#) found online. Once you have completed section 1 of the form, take your form and supporting documents to the Student Employment Office, LM 202-204. This step must be complete before you begin working.
- 3. Pick up your Work Clearance form upon submitting your Form I-9 to the Student Employment Office.
- 4. Deliver your Work Clearance to your hiring manager to confirm *you may now begin working*.

## II. Obtain a Social Security Number

- 5. Obtain a [USF Employment Confirmation Letter](#), a letter that must be printed on USF department letterhead and completed by your new supervisor or hiring manager.
- 6. F-1 Student: Take your Employment Confirmation Letter to ISSS for endorsement.  
J-1 Student: Take your Employment Confirmation Letter to ISSS and receive additional paperwork.
- 7. Apply for a Social Security Card according to the [instructions provided by ISSS](#), within 10 business days of your employment start date. Be sure to ask for a printed receipt to confirm your SSN application.
- 8. Scan/Email your Social Security card *receipt* to the Student Employment Office ([stuemp@usfca.edu](mailto:stuemp@usfca.edu)), within 12 business days of your employment start date.

## III. Complete a GLACIER Individual Record

- 9. Within 10 days of receiving an email from [support@online-tax.net](mailto:support@online-tax.net), enter your information in GLACIER, following the instructions provided in the email.
- 10. Print, review, date and sign the Tax Summary Report and all supporting forms and statements generated by GLACIER.
- 11. Forward the signed Tax Summary Report and attachments to the USF Internal Audit and Tax Compliance office, as instructed on the Tax Summary Report.
- 12. Finalize your student employment record with the University by taking your Social Security card to the Human Resources Office (LM339), once received, and no later than 45 days after your employment start date.