Office of Student Employment
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UNIVERSITY OF SAN FRANCISCO

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Student Employment Checklist: International Students

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. Access your USFWorks account, which you will use to manage your on-campus employment:
   a. Check your email inbox for 2 separate emails, one containing a temporary password and one containing a username and the link to access your temporary account.
   b. Complete all onboarding tasks in your inbox, refreshing occasionally as new tasks auto-populate. Once you are able to access the digital Form I-9, go to step 3.

   ☐ 3. 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 original (hard copy) supporting documents (your unexpired foreign passport, most recent I-94, and current U.S. Visa) to the Student Employment Office, LMM 203. ***This step must be completed on or before your first day of work.***

II. Obtain a Social Security Number

☐ 4. Print out the F-1 or J-1 Social Security On-Campus Employment Confirmation Letter from the myUSF ISSS website and have your employer (supervisor) complete and sign the form, printing or saving the document on USF letterhead.

☐ 5. **F-1 Students**: Submit the completed letter to ISSS via myISSS for endorsement.
   J-1 Students: Submit the completed letter to ISSS via myISS and receive additional paperwork.

☐ 6. 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 from the Social Security Administration to confirm your SSN application.

☐ 7. Bring your Social Security Card to the Student Employment Office (stuemp@usfca.edu) within ***45 business days*** of your first day of work to update your employment record.

☐ 8. Complete a Change of Personal Data webform with the Office of the University Registrar to update your student record.

III. Complete Sprintax TDS *(*Optional, but Highly Recommended)*

☐ 9. After successfully submitting I-9 documentation to the Student Employment Office, you will receive an email with login information for USF's nonresident tax compliance software program, Sprintax TDS. Sprintax TDS has a live-chat function that can assist you with questions. You can also email Quyen Tu, Senior Tax Accountant, at qtu@usfca.edu with further questions. (Please be sure to read the email from noreply@sprintax.com)

☐ 10. Enter your information in Sprintax TDS, following the instructions provided in the email.

☐ 11. Print, review, date and sign the Tax Summary Report and all supporting forms and statements generated by Sprintax.

☐ 12. Upload the signed Tax Summary Report and all attachments to the Sprintax system, or submit these documents to the USF Tax Compliance office, as instructed on the Tax Summary Report. If a tax treaty is available, you will be alerted of your eligibility. ***A tax treaty is not guaranteed.***