

# Non-Benefit Eligible International Student Employment Checklist

## 1) Arrive in the United States

Welcome! We're happy you're here.

## 2) Enroll in Classes

You can enroll in classes after you complete the following steps:

- Arrive in Wichita
- Complete the check-in process with the International Education department
- Meet with your academic advisor

## 3) Search and Apply for On-Campus Employment

Most on-campus positions are posted on [Handshake](#).

- Use your myWSU ID and password to log in.
- If you need additional help using Handshake, utilize our [online instructions](#).

## 4) Get a Job Offer

You will need to receive an official offer. The Hiring Manager must complete the [International Job Offer Form](#) in **BLUE** ink. At this time, your Hiring Manager will also submit a Non-Benefit Eligible Hiring Form, which indicates to Human Resources they wish to hire you for an on-campus position.

## 5) Request Employment Eligibility Verification

Take your completed International Job Offer Form and I-94 to the International Education Department located in the Garvey International Center (GI) at 3203 E. 17<sup>th</sup> Street N. Wichita, KS 67208.

- If you need help finding this building, use this [interactive map](#).
- Your I-94 can be obtained on the [Customs and Border Protection](#) site.

## 6) Pick up your Employment Eligibility Verification (EEV) at International Education

After documents are provided, International Education will prepare your Employment Eligibility Verification (EEV) within 2-4 business days. You will be contacted when your EVV is ready to be picked up at the Garvey International Center.

## 7) Complete the online application for a Social Security Number

After you receive your Employment Eligibility Verification (EVV), complete the [online application](#) for a Social Security Number.

## 8) Complete In-Person Meeting at the Social Security Administration office

Go to the Social Security Administration office to show the appropriate documentation.

- The International Job Offer completed by a campus department
- Employment Eligibility Verification prepared by International Education
- Continued Attendance I-20 (for F-1 students) or DS-2019 with work authorization (for J-1 students)
- Valid passport and I-94

The local Social Security Administration office is located at 3216 N Cypress Street, Wichita, Kansas 67226. Visit [Social Security Administration](#) for office hours and additional information.

**9) Wait for Social Security Card to Arrive**

The card will arrive via mail and on average can take two weeks.

**10) Receive Social Security Card**

**11) Complete all Onboarding Tasks**

You cannot complete necessary forms until your Social Security card has been received. At that time, complete all onboarding tasks assigned by Human Resources. These tasks will be received via email. Human Resources cannot put you into WSU's system without all forms completed.

**12) Complete I-9**

Human Resources allows walk-in appointments to complete your I-9 Form; however, you can also schedule a specific appointment. Please use our [online scheduling tool](#) to set up an appointment to complete Section 2 of the Form I-9.

- Bring all necessary documentation which proves eligibility to work at Wichita State University as an International Student

**13) Your Hiring Manager will submit an electronic personnel action form (ePAF)**

Your Hiring Manager will submit an electronic personnel form (ePAF). Once approved, your department contact or hiring manager notify you of a start date dependent on your specific type of employment.

**14) Begin Work**