

International Student Hire Checklist

If hiring an international student, you MUST contact Sally Moss, SM15, in the Payroll Office prior to submitting the E-PCR and hiring documents to the HR MDC. Employees can be taxed incorrectly and will possibly owe IRS money if the Payroll Office is not aware of the hire.

| | Instruction | Information |
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| | Student needs to have a valid SSN or receipt showing they have applied for one | If you have a person with a temporary SSN starting with 77, send them to the International Office. They will give them a letter which they will take to the SSA office in order to obtain a valid number. When the permanent SSN is received, please forward a copy to HR and have the student meet with Sally Moss in Payroll to complete their W-4 form. |
| | Student should complete any portion of the Foreign National Information Form that is possible | This should be done prior to meeting with Sally Moss. To access this form, follow the link provided: http://www.txstate.edu/payroll/resourcesforms/payrollforms.html This is needed to determine the individual's correct tax status. |
| | Student provides - I-94 - U.S. Visa - I-20 or DS2019 | This is needed to determine the individual's correct tax status. Student Visa Information |
| | Include a copy of the passport page with expiration date of passport | This is needed to determine the individual's correct tax status. |
| | Invite Student to complete the electronic I-9; Employer completes Electronic I-9; E-Verify process | Access http://ows01.hireright.com/login/ Forward I-9 request to selected student, requesting completion of Sec. 1; must be completed no later than 1st day of hire 1st - 3rd day employment, employer views submitted work authorization documents; completes Sec. 2 Completes E-Verify process and receives validation |
| | Department completes a quick hire or quick rehire PCR | The E-PCR will be electronically routed to the account manager for signature. |
| | Student and department complete the Acknowledgement Form and give the information listed to the student, | Print the Notice of Workers Compensation Benefits brochure and Network Requirements and give it to the student. The Acknowledgement Form has a list and the attachments of the other information required for distribution. |
| | along with a copy of the PCR | |
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| Student meets with Sally Moss at Payroll and brings the I-94, visa, I-20/DS2019, passport and PCR | IF 1) They have not worked on Campus before 2) They have not seen SALLY in the last 6 months 3) They are changing from a salaried to hourly position or vice versa |
| Meet the processing deadline | E-PCRs must be received in the Human Resources MDC by the published deadlines for timely processing. For pay dates, click here . |
| Student Worker Safety Program | Beginning with the Fall 2007 semester it is a requirement that all student workers complete the safety orientation training course administered by Risk Management and test with a score of 70% or higher. The training is required to be completed ONCE during their employment at Texas State University. The Student Worker Safety Orientation program is available on TRACS. To gain access for the student to complete the training on TRACS, please send their TxState email address to ehs@txstate.edu . Once the student receives an email notification that they have been added to the specified TRACS site, they can complete the training on line. |

All support documents must be attached electronically to the E-PCR, using the correct naming convention. Please remember to also attach the Acknowledgement Form.

Forms can be found on the HR site under FORMS and then under [NEW HIRE FORMS](#).

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