

HIRING INTERNATIONAL STUDENTS

Division of Human Resources
Payroll Department



OVERVIEW

- Hiring International Students is similar to hiring students who are US Nationals. International Students are also hired through the **Student Hire** eForm in PeopleSoft HCM.
- International Student Hires differ in these ways:
 - Additional Tax Form, including relevant documentation
 - Limit on the hours per week during academic terms
 - Passport and immigration documentation must remain valid during the duration of on-campus employment
 - Different documentation required for I-9 forms



I-9: FIRST STEP

- Like all USC employees, International Students require an active I-9 on file, completed through the I-9 Advantage system.
- International employees require different documentation for the I-9 Form, so pay special attention to these requirements and the documents presented
- Social Security Number (SSN)
 - Students can begin work prior to receiving their social security number – the student must be in the process of obtaining a SSN when the hire is initiated.
 - It is the student's responsibility to contact [ISSS](#) to obtain the SSN/DSO letter before going to SSN office.
 - The I-9 Form must be completed with the SSN once the student obtains it

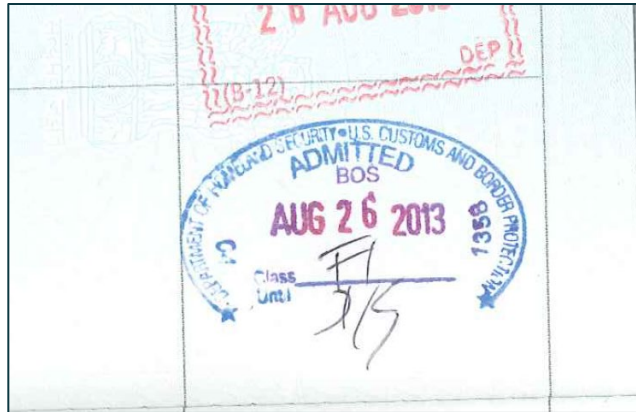


I-9: FIRST STEP

- International Student Hires may have work authorization that will expire. In order to avoid lapses in employment eligibility, it is important to monitor expiring work authorizations via the I-9 Advantage Dashboard
- Detailed guidance on completing the I-9 can be found in the [M274 Handbook](#)
- Additional information on the I-9 Advantage system can be found in the [I-9 Advantage Quick Reference Guide](#).



I-9: DOCUMENTATION EXAMPLES – F-1



Departure Number
813106636 11

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

L1
12345
09/17/2007

Family Name
SAMPLE

First (Given) Name
AHMET

Country of Citizenship
PAKISTAN

20041122 US-VISIT 20050207 MULTIPLE

See Other Side STAPLE HERE

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: **N0004705512**

SURNAME/PRIMARY NAME Doe John	GIVEN NAME John	CLASS F-1
PREFERRED NAME John Doe-Doitch	PASSPORT NAME	ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1983	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATERMINATE	LEGACY NAME John Doe-Doitch	

SCHOOL INFORMATION

SCHOOL NAME SEVO School For Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20741
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Melissa Robertson, 2000	SCHOOL CODE AND APPROVAL DATE BA221575144300 03 APRIL 2015

PROGRAM OF STUDY

EDUCATION LEVEL POSTGRAD	MAJOR 1 Education, General 45.0401	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student in condition
PROGRAM START DATE 01 JETREMBER 2015	PROGRAM END DATE 31 MAY 2021	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 9 MONTHS	STUDENT'S FUNDING FOR 9 MONTHS
Tuition and Fees \$ 25,000	Overseas Study \$ 5,000
Living Expenses \$ 4,000	On-Campus Employment \$ 29,000
Expenses of Dependents (if any) \$ 3,000	Spouse/Partner/Dependent \$ 0
TOTAL \$ 32,000	TOTAL \$ 32,000

REMARKS
Registration begins 8/25/2015. Please report to I-2008 upon arrival.

SCHOOL ATTESTATION
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Melissa Robertson, 2000 DATE ISSUED: 21 April 2015 PLACE ISSUED: Ft. Washington, MD

STUDENT ATTESTATION
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(f)(6) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: John Doe-Doitch DATE

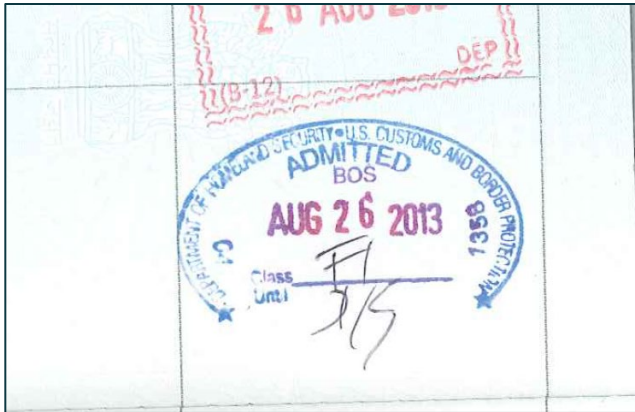
NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country) DATE

ICE Form I-20 A-B (12/2016) Page 1 of 3



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I-9: DOCUMENTATION EXAMPLES – J-1



Departure Number
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Department of Homeland Security
CBP I-94A (11/04)
Departure Record

Family Name
SAMPLE

First (Given) Name
AHMET

Country of Citizenship
PAKISTAN

20041122 US-VISIT 20050207 MULTIPLE

See Other Side STAPLE HERE

DRAFT

1. Family Name: First Name: Johann		Middle Name:		Gender: MALE		Location: H0001234567	
Date of Birth (MM/DD/YYYY): 08-08-1994		City of Birth: Leeds		Country of Birth: POLAND		Citizenship Country Code: PL	
Legal Permanent Residence Country Code: PL		Legal Permanent Residence Country: POLAND		Position Code: 215		Position: UNIVERSITY UNDERGRADUATE STUDENTS	
Primary Site of Activity: 123 Main Street		Anywhere, NY 10013		Exchange Visitor Program Number: P-1-0000		Exchange Visitor Program Description: INTERN	
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.							
3. Form Covers Period: From (MM/DD/YYYY): 10-01-2017		4. Exchange Visitor Category: INTERN		Subject Field Code: 1234		Subject Field Code Remarks: Labor	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:							
6. U.S. DEPARTMENT OF STATE (DS-1516) OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).				7. U.S. DEPARTMENT OF STATE (DS-1516) OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).			
8. Statement of Responsible Officer for Relinquishment of RESIDENCE OF FOREIGNER (Effective date (MM/DD/YYYY): _____) of this exchange visitor from program number _____ sponsored by _____ in the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the National Educational and Cultural Exchange Act of 1961, as amended.				9. Statement of Responsible Officer for Relinquishment of RESIDENCE OF FOREIGNER (Effective date (MM/DD/YYYY): _____) of this exchange visitor from program number _____ sponsored by _____ in the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the National Educational and Cultural Exchange Act of 1961, as amended.			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PS 94-484, AS AMENDED (see New Form of page 2).				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 7 years*)			
The Exchange Visitor on the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PS 94-484 as amended.				*EXCEPT: Maximum validation period is up to 6 months for Short-term Subjects and 6 months for Camp Counselors and Summer Work/Trials. (1) Exchange Visitor is in good standing at the present time. Date (MM/DD/YYYY): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____ Title: _____ Date (MM/DD/YYYY): _____			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(a).				THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(a).			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statements in item 2 on page 2 of this document.							
Signature of Applicant		Place		Date (MM/DD/YYYY)		Date (MM/DD/YYYY)	

Page 1 of 2

U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

*See our [Privacy Policy](#) regarding our request for your personal information.

Family Name:

First (Given) Name:

Birth Date (MM/DD/YYYY): select

Passport Number:

Country of Issuance: select

Date of Entry (MM/DD/YYYY): select EG: 05/31/2013

Class of Admission: select

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is _____.



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STUDENT HIRE EFORM: SECOND STEP

- The documents that the International Student Hire uses to verify their employment eligibility can also be used in the second step: the Student Hire eForm.
- The Student Hire Representative/HR Contact will need to complete the Student Hire eForm, and upload documentation according to the Visa status of the international student.
- To initiate a hire eForm for a student, the student must be actively enrolled, and must have an active, current address on file in Self Service Carolina (Banner) to feed through HCM



STUDENT HIRE EFORM: SECOND STEP

- International Student hires have different enrollment requirements depending on the time of the year:
 - During the Academic Year
 - Undergraduate International Student hires must be enrolled in at least 6 credit hours
 - International Graduate Student hires *with* Assistantship must be enrolled in at least 6 credit hours unless they have received approval for Z-status
 - International Graduate Student hires *without* Assistantship must be enrolled in at least 1 credit hour
 - During the Summer
 - Undergraduate International Student hires are not required to have active enrollment but must intend to continue their studies during the next fall semester
 - International Graduate Student hires *with* Assistantship must be enrolled in at least 3 credit hours unless they have received approval for Z-status
 - International Graduate Student hires *without* Assistantship are not required to have active enrollment but must intend to continue their studies during the Fall semester
 - Newly admitted International Students cannot begin working during the summer until 6/1 of that year and must have enrolled in classes for the Fall semester



STUDENT HIRE EFORM: SECOND STEP

- International Students cannot work more than 20 hours per week during the academic term as a Student Employee.
 - They **CAN** work up to 40 hours per week during official school breaks, which include summer, winter break, and spring break.
- Minimum compensation for *undergraduate students* is \$7.25/hour (not subject to institutional minimum wage)
- Minimum compensation for *graduate students* is \$15.00/hour



STUDENT HIRE EFORM: SECOND STEP

EPAF

+ Student Hire : Student Hire Details Form ID 778971

Highlights Enabled: Yes No Current Values ← →

Student Information

Note: This information will be populated in from the system and will be display only.

First Name Middle Name
Last Name Name Suffix
Empl ID
Gender Female
Social Security # Country of Citizenship ABW
US Citizenship Status N
Visa/Permit Type F1

Current and Future Enrollment 1 row

Term ↑↓	Term Begin Date ↑↓	Term End Date ↑↓	Hours Enrolled ↑↓	Student Classification ↑↓	Student Type ↑↓
1	Fall 2024	08/16/2024	12/31/2024	15.000000 SO	Sophomore


Other Active Jobs 1 row


Empl Record ↑↓	Department ↑↓	Description ↑↓	Standard Hours ↑↓	Start Date ↑↓	End Date ↑↓
1	1 470001	NEW STUDENT ORIENTATION	7.00	08/21/2024	12/16/2024




STUDENT HIRE EFORM: SECOND STEP


Hire Information

*Job Begin Date 09/01/2024 

*Job End Date 12/16/2024 



*Job Code SUEA  Undergraduate Assistant


Internal Title Student Worker

*Campus SCCOL 

*Department 121045  CAS Arts, Humanities and Social Sciences

*Location 006  Flinn Hall


*Supervisor ID  

*Tax Location Code SC  South Carolina

FLSA Status Nonexempt

Employee Type Hourly Employees

*Hourly Rate 12.000000

*Full/Part Time Part-Time 

*Standard Hours 10.00



STUDENT HIRE EFORM: SECOND STEP



- Background Screenings are required for student positions with the following responsibilities, per policy [HR 1.90](#):
 - Handling money
 - Working with minors
 - Involved with direct patient care
 - Accessing keys
- Two attachments are required for an International Student Hire
 - Foreign National Tax Information Form
 - Copies of all visas, passports, I-20 (for F-1 visas), DS-2019 (for J-1 visas), EAD cards when applicable, I-94's, and other supporting immigration documents that pertain to any US visits



STUDENT HIRE EFORM: FOREIGN NATIONAL TAX INFORMATION FORM

File Attachments

2 rows

Attachment Required	Action	Description ↑↓	Instructions ↑↓	File Name ↑↓	Delete
1 	Upload	Payroll International Tax Form	Payroll Requires a new/updated Foreign National Tax Information form with each student hire. Have you verified the signature date on this form matches the employment dates of this hire?		Delete
2 	Upload	Supporting Immigration Documents	Please include copies of all visas, passports, I-20 (for F-1 visas), DS-2019 (for J-1 visas), EAD cards when applicable, I-94's, and other supporting immigration documents that pertain to any US visits.		Delete

[Add](#)



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WHY DO WE PROVIDE THE FOREIGN NATIONAL TAX INFORMATION FORM?

- The Foreign National Tax Information Form aids in establishing tax residency. Completing this form mitigates delays and ensures that the student is taxed appropriately, preventing potential over or under-taxation, which could lead to inaccuracies in FICA taxes. Inaccuracies in FICA taxes may result in the department incurring unnecessary fringe costs and impose unnecessary restrictions on the student's W4 form. Additionally, the Foreign National Tax Information Form ascertains the student's eligibility for any applicable tax treaties, which may offer specific withholding exemptions.



LOCATING THE FOREIGN NATIONAL TAX INFORMATION FORM




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GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

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SEARCH SC.EDU

Payroll Department



MONEY MATTERS

In cooperation with Human Resources and University departments, we fulfill the obligation of paying all University of South Carolina employees accurately and timely.

» **Payroll Department**

- My Payroll
- Pay Dates
- Direct Deposit
- International Payroll**
- Payroll Toolbox
- Office Contacts

We are responsible for preparing payrolls for the University of South Carolina in accordance with university policies and federal/state rules and regulations.

Employment Verification Now Available!

Applying for a mortgage? Renting an apartment? Buying a car? Verifiers and employees can use **Experian Verify** to easily retrieve accurate employment and income information for employees.

Experian Verify is an employment verification system that automates income and employment verification services for

PEOPLESOFT HCM

Login to the HCM PeopleSoft System

To log in, use your Network Username and password. This requires two-factor authentication (DUO).

1. Begin on the [Payroll Department website](#)
2. Navigate to the [International Payroll](#) tab

Payroll Department

[Payroll Department](#)[My Payroll](#)[Pay Dates](#)[Direct Deposit](#)[International Payroll](#)[Payroll Toolbox](#)[Office Contacts](#)

International Payroll

We provide specialized assistance to help international university employees navigate domestic tax requirements and benefits.

US and State Income Taxes

International employees will be subject to the appropriate U.S. and state income taxes unless a tax treaty benefit applies or an exemption is available in U.S. or state law. We will work with you to make sure the appropriate withholding rates are applied to your wages.

Tax Benefits for Internationals

There are often tax benefits associated with income tax treaties between the U.S. and foreign countries. Find out if any of these benefits apply to you.

The [Foreign National Tax Information Form \[pdf\]](#) is used to verify the visa and residency status of foreign nationals working at the university and determine tax treaty eligibility. Complete the form and bring to the International Payroll Office.

Contact Payroll

Phone: 803-777-4227

Fax: 803-777-8080

1600 Hampton Street, 7

University of South Car

Columbia, South Carolin

payroll@mailbox.sc.edu

3. Click the '[Foreign National Tax Information Form](#)'





UNIVERSITY OF South Carolina



Foreign National Form Guide

Please include copies of these documents with the form as appropriate

Visa Status	Documents Needed
F-1	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-20 (front and back) EAD for OPT
J-1	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document DS-2019 (must include current and all prior DS-2019) Offer letter
J-2	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document DS-2019 for J-1 sponsor DS-2019 for dependent Offer letter
H-1B	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-797 Offer letter
TN	Passport identification page All U.S. entry stamps I-94 card or electronic entry document Offer letter

Supporting documentation is required for the form and will depend on the visa status of the Student. We recommend collecting required documentation for the Foreign National Tax Information Form when completing the I-9 as they may overlap.



Attachment Uploaded	Action	Description ↑↓	Instructions ↑↓	File Name ↑↓	Delete
1 	View	Payroll International Tax Form	Payroll Requires a new/updated Foreign National Tax Information form with each student hire. Have you verified the signature date on this form matches the employment dates of this hire?	payroll_foreign_national_tax_form_Raven_Baxter.pdf	Replace
2 	View	Supporting Immigration Documents	Please include copies of all visas, passports, I-20 (for F-1 visas), DS-2019 (for J-1 visas), EAD cards when applicable, I-94's, and other supporting immigration documents that pertain to any US visits.	Raven_Baxter_Documentation.pdf	Replace

[Add](#)

> **Comments**

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LIVE DEMO



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