

**April 24, 2012**

**PROCEDURES – F-1 STUDENTS (TEACHING ASSISTANTS, TEACHING FELLOWS, ASSOCIATES IN, TUTORS, REMEDIAL TUTORS)**

1. Use Glacier language in appointment letters (if offer letter is issued)
2. Set Up Glacier account (make sure they don't already have an account – some students who start with fellowships could already be entered into Glacier)
3. Even if you have issued an offer letter previously, you will need to issue a new offer letter within 30 days prior to the start of the appointment so that the student can apply for an SSN if they don't already have one (this is only necessary if the student needs to apply for an SSN)
4. The student will submit the offer letter to the ISSS office in order to obtain a Social Security Letter. This letter certifies that the student is enrolled full time and holds a valid F-1 status. The letter will be issued after the student is registered in SEVIS. The student will need to present this letter, and the appointment letter to the Social Security Office when applying for the SSN
5. Complete payroll sign-up:
  - a. Original I-20
  - b. Original passport with I-94 and Visa (visa can expire as long as I-20 is valid and the student is maintaining status)
  - c. Glacier Tax Forms
  - d. Other normal sign-up forms
6. Complete OEU
7. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

**PROCEDURES – F-1 STUDENTS WHO ARE ON FELLOWSHIP THEIR FIRST QUARTER (2% Reader Appointment)**

1. Department will submit Reader Request form to appoint as a Reader in a specific course with a specific supervisor at 2%
2. Set Up Glacier account; make sure that the “fellowship and scholarship” status is marked
3. Issue appointment letter as a Reader at 2% time for the specific quarter no more than 30 days prior to the start of the appointment.
4. The student will submit the Reader offer letter to the ISSS office in order to obtain a Social Security Letter. This letter certifies that the student is enrolled full time and holds a valid F-1 status. The letter will be issued after the student is registered in SEVIS. The student will need to present this letter, and the appointment letter to the Social Security Office when applying for the SSN.
5. Complete payroll sign-up:
  - a. Original I-20
  - b. Original passport with I-94 and Visa (visa can expire as long as I-20 is valid and the student is maintaining status)
  - c. Glacier Tax Forms
  - d. Other normal sign-up forms
6. Complete OEU
7. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

**PROCEDURES – J-1 STUDENTS (TEACHING ASSISTANTS, TEACHING FELLOWS, ASSOCIATES IN, TUTORS, REMEDIAL TUTORS)**

1. Use Glacier language in appointment letters
2. Set Up Glacier account (make sure they don't already have an account – some students who start with fellowships could already be entered into Glacier)
3. J-1 Student needs to complete the On-Campus Employment Authorization Form and present a signed copy to you before you sign them up for employment (this form will trigger ISSS to enter employment information into SEVIS). All changes to employment, additional employment, etc. must be reported to ISSS on this form
4. The ISSS office will issue a Social Security Letter based on the On-Campus Employment Authorization Form, after the student is registered in SEVIS. This letter certifies that the student is enrolled full time and holds a valid J-1 status. The student will need to present this letter, and the On-Campus Employment Authorization form to the Social Security Office when applying for the SSN no more than 30 days prior to the start of the appointment.
5. Complete payroll sign-up:
  - a. DS-2019 with a future end date
  - b. Original passport with I-94 that denotes J-1/D-S
  - c. J-1 Visa Stamp (can expire as long as DS-2019 is valid and the student is maintaining status)
  - d. Signed J-1 On-Campus Authorization Form (This is J-1 students' work permission)
  - e. Glacier Tax Forms
  - f. Other normal sign-up forms
6. Complete OEU
7. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

**PROCEDURES – F-1 PRACTICAL TRAINING (LECTURER OR VISITING ASSISTANT PROFESSORS)**

**A. Work with department to secure F-1 Practical Training status. This might require liaison with ISSS to assist with communications with home campus, etc.**

1. Use Glacier language in appointment letters
2. Use language indicating that employment is contingent on receipt of F-1 Practical Training status and ability to secure a social security number
3. The employee will need to present an Employment Authorization Document (EAD) to the Social Security Office when applying for the SSN no more than 30 days prior to the start date on the EAD.
4. Complete payroll sign-up:
  - a. Original I-20
  - b. Original passport with I-94 and Visa (visa can expire as long as EAD is valid and the student is maintaining status)
  - c. Valid EAD
  - d. Glacier Tax Forms
  - e. Other normal sign-up forms
5. Complete OEU
6. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

## **PROCEDURES – J-1 EXCHANGE VISITOR WITH SALARY (LECTURER, VISITING ASSISTANT PROFESSOR)**

### **A. Department initiates J-1 DS-2019 Request. Department should handle liaison with the appointee so that the department understands the visa status and situation**

1. Set Up Glacier account (make sure they don't already have an account --could already be entered into Glacier)
2. Use Glacier language in appointment letters
3. Use language indicating that employment is contingent on receipt of J-1 Exchange Visitor Status and ability to secure a social security number in the letter
4. Use J-1 Check-In language in appointment letters (the employee must attend their scheduled Mandatory Orientation with ISSS in order to be confirmed in SEVIS and to be able to apply for a Social Security Number (SSN))
5. SEVIS record must be valid for 48 hours before applying for an SSN **and** the employee must have been in the U.S. for 10 days
6. Complete payroll sign-up:
  - a. DS-2019 with a future end date
  - b. Original passport with I-94 that denotes J-1/D-S
  - c. J-1 Visa Stamp (can expire as long as DS-2019 is valid and the scholar is maintaining status)
  - d. Glacier Tax Forms
  - e. Other normal sign-up forms
7. Complete OEU
8. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

**PROCEDURES – J-1 EXCHANGE VISITOR WITHOUT SALARY (Research Associate, Fellow, Junior Specialist)**

**A. Department initiates J-1 DS-2019 Request. Department should handle liaison with the appointee so that the department understands the visa status and situation**

1. Use language indicating that employment is contingent on receipt of J-1 Exchange Visitor Status and ability to secure a social security number in the letter
2. Use J-1 Check-In language in appointment letters (the employee must attend their scheduled Mandatory Orientation with ISSS in order to be confirmed in SEVIS and to be able to apply for a Social Security Number (SSN))
3. SEVIS record must be valid for 48 hours before applying for an SSN **and** the employee must have been in the U.S. for 10 days
4. Complete payroll sign-up:
  - a. DS-2019 with a future end date
  - b. Original passport with I-94 that denotes J-1/D-S
  - c. J-1 Visa Stamp (can expire as long as DS-2019 is valid and the scholar is maintaining status)
  - d. Foreign Employee Tax Forms (University of California Certificate of Foreign Status form UC W-8BEN and UC W-4NR/DE 4, not from Glacier)
  - e. Other normal sign-up forms
5. Complete OEU
6. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll

## **PROCEDURES – H-1B visa appointees (ladder rank faculty; some lecturers)**

### **A. Department initiates H-1B application process. Department should handle liaison with the appointee so that the department understands the visa status and situation**

1. Use language indicating that employment is contingent on receipt of H-1B Status and ability to secure a social security number in the letter
2. In order to apply for a SSN number from the Social Security Administration, the employee must have been in the U.S. for 10 days. Many H-1B employees have already been employed in the USA, so they may already have a SSN available.
3. Complete payroll sign-up:
  - a. Valid Passport
  - b. I-94 Card (front/back)
  - c. Original I-797A Approval Notice
  - d. Glacier Tax Forms
  - e. Other normal sign-up forms
4. Complete OEU
5. Use the Foreign National Hiring Memo to send forms to Kulvinder at Payroll