

## Process for Hiring an International Student

There are some extra steps to the hiring process, when you hire an international student. Please refer to the steps outlined below, and contact Reggie Brown (Payroll & Benefits, HR & D), if you have any questions.

### Steps to Hire an International Student:

1. Complete the hire forms with the student and submit an online hire request.
2. Have the student take the completed hire forms to the Office of Human Resources and Diversity (Hyer Hall, room 330), and ask to speak with Reggie Brown. Reggie will obtain all necessary documents from the student, and explain the "Glacier Online Tax Compliance System."
3. Documents needed are: Original, unexpired Passport, Visa, I-94, I-20 and Social Security Card (if they have one).
4. If the student does not have a Social Security Card, a letter of "Intent to Hire" will be prepared and forwarded to the Center for Global Education. The student needs to make an appointment with CGE for further instruction on applying for a SS card.
5. HR & D will hire the student in HRs, and they may begin working.
6. Once the student receives their Social Security Card, they need to update their "Glacier" record and bring the original card to HR & D.

Per UW-System policy, the maximum hours an international student can work is 20 hours per week during the Fall and Spring semesters. They may work up to 40 hours per week during the Summer and the semester and spring breaks.