

Hiring Current UCSD F-1/J-1 International Students On Campus

1. Confirm student status:

If student is no longer a UCSD student or is from another institution, contact International Students & Programs Office.

2. Verify visa status:

F-1, J-1, or "alphabet soup"??*

3. Determine whether student needs employment authorization:

J-1 students should have employment authorization letter. F-1 students do not need employment authorization.

4. Review immigration documents and make copies:

Passport, Form I-94, I-20 (F-1 students) or DS-2019 (J-1 students)

5. Obtain SSN/ITIN:

If student recently applied for SSN, you can accept application receipt. If they are not employed or not eligible for SSN but still need to file tax returns for U.S. income from sources such as grants, they can apply for an ITIN.

6. Obtain necessary approvals from Graduate Division (if applicable):

For graduate students only, contact academic department.

7. Complete Form I-9 and Other Payroll Forms:

See Payroll Forms on Blink.

8. Enter in PPS:

See "How to Complete the PPS EALN Screen" on Blink for instructions.

9. Complete Glacier Record Request:

Department complete form online. Access from Blink.

Payroll contacts student with information about Glacier and how to access.

Student access Glacier, signs forms Glacier generates, and submits to Payroll.

Payroll reviews forms, updates PPS, and adjusts pay as necessary.

10. Monitor employment hours:

Part-Time (Up to 20 hours per week during Fall/Winter/Spring Quarters) and Full-Time during Summer and Vacation Periods

**If student is not a current UCSD student or is in a visa status other than F-1 or J-1, contact ISPO.*