



STUDENT EMPLOYMENT CHECKLIST

STEP 1: APPLY FOR A JOB

- If you are a domestic student, submit your [FAFSA](#) in order to determine your Title IV eligibility for federal work-study. If you are not eligible for federal work-study or an international student, please reach out to the email address in the job description to determine your eligibility for the job.
- Apply for a job at [HIU Employment](#).
- If you are offered a job and an international student, proceed to Step 2. If you are offered a job and a domestic student, proceed to Step 3.

STEP 2: OBTAIN A SOCIAL SECURITY NUMBER (SSN)

- Sign the job offer letter in blue or black ink. Submit a scanned copy to sevis@hartfordinternational.edu and cc humanresources@hartfordinternational.edu. In the subject line of the email write "DSO Letter Request."
- Follow the steps in the "How to Apply for a Social Security Number (SSN) for Employment" sent by HIU SEVIS Dept. to obtain an SSN.
- When your SSN card arrives in the mail, proceed to Step 3.

STEP 3: SUBMIT NECESSARY DOCUMENTS TO HIU HUMAN RESOURCES (HR)

- Submit a scanned copy of your SSN card to humanresources@hartfordinternational.edu. After you do this, HR will send you personnel forms.
- Submit scanned copies of these forms to humanresources@hartfordinternational.edu.
 - ✓ I-9 Employment Eligibility Verification (submitted in person)
 - ✓ HIU Whistleblower Policy
 - ✓ HIU Confidentiality Policy and Acknowledgement Form
 - ✓ FERPA Acknowledgement Form
 - ✓ Connecticut W4
 - ✓ Federal W-4
 - ✓ HIU Direct Deposit Form
- When you have submitted the above forms, proceed to Step 4.

STEP 4: BEGIN WORKING

- Begin working and keeping track of your hours.
- At the end of the pay period, submit your timesheet to your supervisor and cc the HIU Business Office.