



## 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](mailto:sevis@hartfordinternational.edu) and cc [humanresources@hartfordinternational.edu](mailto: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](mailto:humanresources@hartfordinternational.edu). After you do this, HR will send you personnel forms.
- Submit scanned copies of these forms to [humanresources@hartfordinternational.edu](mailto: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.