

WINTHROP UNIVERSITY
Pre-Employment Information for
International Student Hire

FOR INTERNATIONAL STUDENTS ONLY:

The International Center (323-2133) will complete the I-9/E-Verify process for international student employees. Please complete the following information as soon as an offer of employment has been accepted by the student. The student must take this completed document to the International Center as soon as possible for I-9/E-Verify processing. The student must return a copy of the completed I-9 Form and E-Verify confirmation to the hiring department at which time the Student Payment Agreement may be processed. The International Center will forward the original I-9 Form and E-Verify Confirmation to Human Resources.

CONFIRMATION THAT THE STUDENT IS AUTHORIZED TO WORK IN THE UNITED STATES IS REQUIRED BEFORE THE STUDENT CAN BEGIN WORK!

REMEMBER: International students on an F-1 or J-1 visa are limited to a total of 20 hours of campus work per week during the fall and spring semesters. Please ask if they are employed in any other position on campus before hiring.

Name of International Student _____

Department Where Student Will Be Employed _____

Date Student Is Expected To Begin Work _____

International Center comments: _____
