



International Student Hiring Process (Applies to students in F-1 and J-1 status)

NOTE: International students must first visit the Office of International Students and Scholars before beginning the employment process.

Step 1: Look for On-Campus Jobs

Tulane University has two resources for students who are looking for on-campus employment.

- Our online job board College Central Network: www.collegecentral.com/tulane
- Our annual Student Job Fair, which takes place the first week of the Fall semester.

Please be aware that International students:

- Do not qualify for federal work study positions
- May not work more than 20 hours per week when classes are in session
- May not work off campus without prior authorization from Office of International Students & Scholars

If you are receiving a stipend as part of your scholarship agreement, please check in with your school/college department for your work assignment.

Step 2: Interview with Prospective Employers/Receive Job Offer

Hiring departments are prohibited by federal policy to inquire about a student's nationality during a job interview. International students do not have to disclose their status until **after** they have been offered an on-campus position.

Step 3: Complete Student Hiring Packet

Once a department extends a job offer, students must complete the following forms provided in an email from employment@tulane.edu:

- Student Personal Information
- I-9: Employment Authorization verification
- Country of Citizenship
- Authorization for Direct Deposit form
- Alternate personal email address
- Race/Ethnicity

Step 4: Complete GLACIER Online Tax Forms

All international students are required to register in **GLACIER**, a secure Nonresident Alien Tax Compliance system, managed by the **International Tax Office (ITO)**. Students will receive an email from support@online-tax.net and will need to complete the information in the link. The system walks them through step-by-step to complete tax withholdings for the United States.

If a student does not have GLACIER access, the hiring department must email the student's name, TUID, and email address to ito@tulane.edu so access can be granted.

For more information please visit https://tulane.edu/wfmo/payroll/international_tax.cfm or call Workforce Management at 504-865-5280 and ask for the **International Tax Office**.

Step 5: Present I-9 Documents to Workforce Management (WFMO)

After completing the online documents, students must come, in person, to WFMO to present documentation to Student Employment, which includes:

- Unexpired Foreign Passport with Visa stamp and Visa Sticker
- I-94 (copy can be obtained from this website: <http://i94.cbp.dhs.gov>)
- I-20 or DS-2019

Federal requirements specify:

- All documents must be the original.
- Copies are not accepted.
- Documents must be valid, unexpired.

Location: 200 Broadway Street, Suite 122, New Orleans, LA 70118.

Tulane Shuttle: [Blue Line](#) shuttle on Freret Street

(Students must check in at the front desk and identify themselves as international students.)

Step 6: Meet with the International Tax Office (ITO) at Workforce Management

After completing the I-9 verification with the Student Employment team, students must meet with ITO team, also located at 200 Broadway, Suite 122. Students will submit the completed and signed original GLACIER Tax Summary Report and GLACIER forms along with all required documents:

- Form I-20 or Form DS-2019
- Form I-94
- Passport
- Visa Stamp
- Social Security card*

***Apply for a Social Security Card if you do not have one**

International students must be in valid immigration status and have official work authorization before they start their employment. Tulane can still proceed with the hiring process as long as the student applies for a Social Security Card.

Students can apply for a **Social Security Card** at the New Orleans Social Security office located at **400 Poydras St., Suite 500, New Orleans, LA 70130**.

When visiting the Social Security office, students must present the following documents:

- **Form I-20:** Certificate of Eligibility for Nonimmigrant Student Status or
- **Form DS-2019:** Certificate of Eligibility for Exchange Visitor (J-1) Status
- **Form I-94:** Arrival/departure record
- **Foreign Passport:** Unexpired with a current admission stamp
- **Letter from Employer:** Must be on letterhead and include the student's name, job position, job duties, estimated employment start date, the number of hours the student will be working each week, and the supervisor's name, telephone number (Hiring Department), and signature.
- **Letter from School Official:** Identifies student, confirms school status and identifies employer. (OISS)

For more information about a Social Security Number and how to apply for one, please visit <http://global.tulane.edu/oiss/> and click on Social Security Information link in the Links section at the bottom right of the page. Students are responsible for completing the SSN process and obtaining their card.

Students may start working while they are waiting for the Social Security number to be issued. Once students receive the Social Security card, they MUST return to WFMO within 2 business days to present the original document to both Student Employment and the International Tax Office (ITO). Students must also update their profile in GLACIER and re-submit new GLACIER forms to ITO. The I-9 process is not complete until the SSN is updated.

Step 7: Employment confirmation via email

Students are **not** allowed to start working until they've received an email from payroll (KRONOS) if they are paid hourly, or from "**Tulane EBS**" if they are paid via a stipend. The email will confirm you may begin to work. **Reminder: international students cannot work more than 20 hours per week when classes are in session.** Otherwise, it is a violation of immigration status.

International Student FAQ's

- **How many hours per week can I work on campus?**
International students cannot work more than 20 hours per week when classes are in session. Otherwise, it is a violation of your immigration status. During official school breaks, like winter and summer break, international students may work on campus full-time (up to 40/hrs a week).
- **Do I have to pay U.S. taxes since I am not a U.S. citizen or a Permanent Resident?**
Yes, all international students must pay some U.S. taxes, but nonresident aliens are typically exempted from paying Social security and Medicare taxes. Special U.S. tax regulations and

rules apply to all international students. Please refer to the “Basic U.S. Tax Information for Foreign Nationals” link on the ITO website: http://tulane.edu/wfmo/payroll/international_tax.cfm. If students have any further questions, please contact ito@tulane.edu to arrange an appointment with ITO to discuss.