



COLORADO COLLEGE

International Student Employment Packet

- Check the box if you have accepted an offer of employment at CC**
* This packet cannot be accepted or processed before an offer has been accepted

Student ID: _____

Student Name: _____

First Working Day (Estimate): _____

Job Title: _____

Supervisor Name/Department: _____

Program End Date: _____
(Located on your Form I-20)

Students must return to the Office of Financial Aid & Student Employment with their Social Security card if not previously provided.

All international students must contact the Tax & Compliance Manager within one week of starting their employment at Tax.compliance@coloradocollege.edu

***NO PAYMENTS will be processed for work until taxes are set up.**

Contact International Student & Scholar Services (ISSS) at iss@coloradocollege.edu for questions about employment, your immigration status, and applying for a social security number.

X _____

Please sign **at your Student Employment appointment**. By signing, you are confirming that you have read the student employment handbook and the resources in this packet, and the Student Employment representative who assisted you with your appointment has read you the important points on the "Next Steps" page of this document.

Notice: This organization participates in E-Verify. For more information, please visit <https://www.e-verify.gov/>



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)			
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code		
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number			
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		<p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <input type="checkbox"/> 1. A citizen of the United States <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.) <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.) <input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
		<p>If you check Item Number 4., enter one of these:</p>						
		USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)			

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p>Additional Information</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name Colorado College		Employer's Business or Organization Address, City or Town, State, ZIP Code 14 E. Cache La Poudre St., Colorado Springs, CO, 80903		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
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Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

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Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code



Direct Deposit Authorization Form

Student-CC ID # :	Student Name:

*Note: This is not debit or credit card information. Please contact your bank for the information below if unknown or refer to a personal check.

Financial Institution: <i>(Name of Bank)</i>	
	<input type="checkbox"/> Checking <input type="checkbox"/> Saving
Routing # (9 digits)	Account #

- _____ **Enroll** in Direct Deposit
- _____ **Replace** Current Account
- _____ **Cancel** my existing Direct Deposit (**close account**)

Please include an e-mail address for the direct deposit advice to be e-mailed :

Student Signature

Date



Student Employment (International Students) Important Next-Steps

International Student Worker Requirements:

Tax & Compliance:

- 1.) You have **7 days from your first day of work** to contact Colorado College Tax & Compliance about setting up your payroll taxes: Tax.Compliance@coloradocollege.edu.
- 2.) **You will NOT BE PAID** until your taxes have been set up with tax & compliance.

Social Security Appointment:

- 1) You have 30 days from your date of hire to make an appointment with the US Social Security Office to acquire a Social Security Number.
 - a) If you do not make an appointment in a timely manner, your job(s) will be TERMINATED.
 - b) **See the ISSS webpage for instructions here:** <https://www.coloradocollege.edu/offices/globalandfieldstudy/international-students/current-students/employment/social-security-number.html>.
- 2) **Once you receive your Social Security Card in the mail, you must bring it to the Financial Aid & Student Employment Office so we can finish the Form I-9. If you do not do so in a timely manner, your job (s) will be TERMINATED.**

Work Hour Limits:

- 1.) International students are **only permitted to work up to 20 hours per week** while school is in session.
- 2.) **The 20-hour per week limit applies to the TOTAL number of hours worked in a single workweek among all on-campus jobs.**
- 3.) Full-time work (more than 20 hours per week) is allowed only during official school breaks: fall break, winter break, spring break, and summer break.

*Note: Block breaks are NOT considered official school breaks.

Program End Date:

- 1.) If you are going to graduate earlier than the Program End Date on your I-20, notify our office immediately as this could have implications on your ability to work as a student employee.
- 2.) Once you have completed your academic degree you are no longer eligible to work as a student employee.

Contact International Student & Scholar Services (ISSS) at iss@coloradocollege.edu for questions about employment and your immigration status.



Student Employment (Domestic Students) Important Next-Steps

You CANNOT begin work the same day you turn in your employment packet!

You may only begin working AFTER you have your new timesheet accessible on Banner SSB!

If you complete any work or training hours before you can see your timesheet on Banner SSB, you will be SUSPENDED from student employment for one academic semester.

NEXT STEPS:

- 1) The Student Employment Office must process your paperwork, which includes completing the government mandated I-9. This can take SEVERAL DAYS.
 - a) To monitor the status of your paperwork, you can check the "student I-9" lookup tool in your Banner SSB. If it has been more than 5 business days since your appointment and your status is still "NOT okay to hire" you can email StudentEmployment@coloradocollege.edu to check-in on the status.
- 2) Once your paperwork is processed and your status is "Okay to Hire" your supervisor must submit a hiring form to us called an EPAF. Once submitted, it may take several days for us to approve it.
- 3) **After the supervisor's EPAF has been approved, your timesheet is created. You now should be able to view it in Banner SSB - (you'll have a new tab labeled "Employee"). Once you can see and open it, you are ready to work!**

Getting an error when you click on your timesheet? Please let us know right away by emailing StudentEmployment@coloradocollege.edu.

TIMESHEETS:

- 1) **If you submit late or inaccurate timesheets more than twice in one term/semester you may be suspended from student employment for the remainder of the term/semester.**
- 2) If you do not submit your timesheet by each deadline, you will **NOT** be paid on time.
- 3) If your supervisor does not approve your timesheet by the deadline, you will **NOT** be paid on time.
- 4) If you do submit a timesheet late, please be aware that timesheets are **NOT** accessible between the approve by date and pay date. You will be unable to make changes during this time and must wait for timesheets to reopen.

ELIGIBILITY:

- 1) You must be enrolled at least Part-Time (2 or more blocks per fall & spring semester) to remain eligible for student employment. To work in the summer, you must be enrolled at least Part-Time during the spring semester preceding OR the fall semester following summer.
- 2) **Your last day of work eligibility is the LAST DAY of your LAST BLOCK. You CANNOT work the summer after graduation or a single day past this date through Student Employment.**

Resources:

The Student Employment Handbook, instructions for completing timesheets, payroll calendar/ deadlines, and other helpful resources are always available for students on the CC website under "Student Employee Toolkit"

<https://www.coloradocollege.edu/admission/financialaid/studentemployment/student-toolkit.html>

Colorado College

Nonexempt, Student Payroll Schedule

2023 – 2024 Academic Year

- **Timesheets must be submitted to the supervisor before or on the “SUBMIT BY DATE”** but students are highly encouraged to submit timesheets on the last day of each pay period to allow supervisors enough time to review and approve hours.
- **Failure to submit/approve timesheets on time may cause a delay in students’ pay and risk of job loss.**
- **If a student submits late or inaccurate timesheets more than twice in one term (fall, spring, or summer), they may be suspended from student employment for the remainder of the term.**

PAY PERIOD START	PAY PERIOD END	SUBMIT BY DATE	APPROVE BY DATE	PAY DATE	ESTIMATED WORK DAYS IN PAY PERIOD
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2023

Jul 07	Jul 21	Jul 25	Jul 26	Jul 31	11
Jul 22	Aug 06	Aug 09	Aug 10	Aug 15	10
Aug 07	Aug 21	Aug 24	Aug 28	Aug 31	11
Aug 22	Sep 06	Sep 10	Sep 12	Sep 15	12
Sep 07	Sep 21	Sep 24	Sep 26	Sep 29	11
Sep 22	Oct 06	Oct 08	Oct 11	Oct 13	11
Oct 07	Oct 21	Oct 24	Oct 26	Oct 31	10
Oct 22	Nov 06	Nov 08	Nov 10	Nov 15	11
Nov 07	Nov 21	Nov 16 **Hours must be estimated thru 21st**	Nov 17	Nov 30	11
Nov 22	Dec 06	Dec 10	Dec 12	Dec 15	11
Dec 07	Dec 21	Dec 17 **Hours must be estimated thru 21st**	Dec 18	Dec 20	11

2024

Dec 22	Jan 06	Jan 8 **Winter break – can be submitted in Dec**	Jan 09	Jan 12	11
Jan 07	Jan 21	Jan 24	Jan 28	Jan 31	10
Jan 22	Feb 06	Feb 09	Feb 12	Feb 15	12
Feb 07	Feb 21	Feb 22	Feb 26	Feb 29	11
Feb 22	Mar 06	Mar 08	Mar 12	Mar 15	10
Mar 07	Mar 21	Mar 25	Mar 27	Mar 29	11
Mar 22	Apr 06	Apr 09	Apr 10	Apr 15	11
Apr 07	Apr 21	Apr 23	Apr 25	Apr 30	10
Apr 22	May 06	May 09	May 12	May 15	11
May 07	May 21	May 24	May 28	May 31	11
May 22	Jun 06	Jun 09	Jun 11	Jun 14	12
Jun 07	Jun 21	Jun 23	Jun 25	Jun 30	11
Jun 22	Jul 06	Jul 09	Jul 11	Jul 15	10

Total work days =261

Exception to normal submit date

DATE TO SUBMIT TIMESHEET BY!

- Pay Period Start and End Dates shown are for nonexempt (hourly) employees, including student employees.
- Estimated works days are based on a Mon-Fri work week.

Contact studentemployment@coloradocollege.edu for any questions to concerns regarding payroll or timesheets.