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)

Date Submitted: _____

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. Tax.compliance@coloradocollege.edu

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

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

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

►**START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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	Other Last Names Used *(if any)*	

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident   (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work   until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator.   ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

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	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*	

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

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

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**
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
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		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		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
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		4. Voter's registration card		
		5. U.S. Military card or draft record		4. Native American tribal document
		6. Military dependent's ID card		5. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		7. Employment authorization document issued by the Department of Homeland Security
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		**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		

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

Refer to the instructions for more information about acceptable receipts.

COLORADO COLLEGE

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: *(Name of Bank)*	
	☐ Checking ☐ 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. See the ISSS webpage for instructions to get started here: https://www.coloradocollege.edu/offices/globalandfieldstudy/international-students/current-students/employment/social-security-number.html. If you do not make an appointment in a timely manner, your job(s) will be **TERMINATED**.

2.) Once you receive your Social Security Card in the mail, you must bring it to the Financial Aid & Student Employment Office for our records. 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 (more than 20 hours per week) are 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 isss@coloradocollege.edu for questions about employment and your immigration status.

Student Employment (International Students)
Important Next-Steps

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

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.

1.) The Student Employment Office must process your paperwork, which includes running your I-9 documents through the US government. This can take **SEVERAL DAYS.**

   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 1-3 business 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.) Timesheets are **NOT** accessible between the approval deadline and payday. You will be unable to make changes during this time.
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 submit late or inaccurate timesheets more than twice you may be **suspended from student employment**.

Resources:

   Student Employment Handbook, instructions for completing timesheets, payroll calendar/deadlines, and other helpful resources are always available for students online:

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

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.) The term in which you graduate, your last day of work eligibility is the LAST DAY of Block 8. You CANNOT work the summer after graduation or a single day past this date.