



**COLORADO  
COLLEGE**

## International Student Employment Packet

Check the box if you have accepted an offer of employment at CC

Student ID: \_\_\_\_\_

First Working Day: \_\_\_\_\_

Program End Date: \_\_\_\_\_  
(Located on your Form I-20 or DS-2019)

**\*\*Note:** If you are going to graduate earlier or later than this date, notify our office immediately as this could have implications on your ability to work as a student employee.

Once you have completed your academic degree you are no longer eligible to work on-campus as a student employee.

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

All international students must contact the Tax & Compliance Manager within one week of starting their employment. [Tax.compliance@coloradocollege.edu](mailto:Tax.compliance@coloradocollege.edu)

**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 08/31/2019

▶ **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)**:

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 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. <i>(See instructions)</i>	
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.	
OR  OR	1. Alien Registration Number/USCIS Number: _____  2. Form I-94 Admission Number: _____  3. Foreign Passport Number: _____
Country of Issuance: _____	



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



## 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.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<b>1.</b> U.S. Passport or U.S. Passport Card <b>2.</b> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <b>3.</b> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa <b>4.</b> Employment Authorization Document that contains a photograph (Form I-766) <b>5.</b> For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</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. <b>6.</b> 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	<b>OR</b>	<b>1.</b> 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 <b>2.</b> 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 <b>3.</b> School ID card with a photograph <b>4.</b> Voter's registration card <b>5.</b> U.S. Military card or draft record <b>6.</b> Military dependent's ID card <b>7.</b> U.S. Coast Guard Merchant Mariner Card <b>8.</b> Native American tribal document <b>9.</b> Driver's license issued by a Canadian government authority <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <b>10.</b> School record or report card <b>11.</b> Clinic, doctor, or hospital record <b>12.</b> Day-care or nursery school record	<b>AND</b>	<b>1.</b> 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 <b>2.</b> Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) <b>3.</b> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal <b>4.</b> Native American tribal document <b>5.</b> U.S. Citizen ID Card (Form I-197) <b>6.</b> Identification Card for Use of Resident Citizen in the United States (Form I-179) <b>7.</b> Employment authorization document issued by the Department of Homeland Security

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**



# 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

# Colorado College Payroll Schedule

## 2018 - 2019 Academic Year

Please keep for future reference

\*Pay Period Start and End Dates shown are for student employees. Estimated works days are based on a Mon - Fri work week.

PAY PERIOD START	PAY PERIOD END	SUBMIT/APPROVE BY DATE	PAY DATE	ESTIMATED WORK DAYS IN PAY PERIOD
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### 2018

Jul 07	Jul 21	Jul 25	Jul 31	11
Jul 22	Aug 06	Aug 09	Aug 15	11
Aug 07	Aug 21	Aug 27	Aug 31	11
Aug 22	Sep 06	Sep 10	Sep 14	12
Sep 07	Sep 21	Sep 24	Sep 28	11
Sep 22	Oct 06	Oct 08	Oct 12	11
Oct 07	Oct 21	Oct 25	Oct 31	10
Oct 22	Nov 06	Nov 09	Nov 15	12
Nov 07	Nov 21	Nov 26	Nov 30	11
Nov 22	Dec 06	Dec 10	Dec 14	11
Dec 07	Dec 21	Dec 17	Dec 21	11

### 2019

Dec 22	Jan 06	Jan 8 ** Winter break - can be submit in Dec**	Jan 15	10
Jan 07	Jan 21	Jan 25	Jan 31	11
Jan 22	Feb 06	Feb 11	Feb 15	12
Feb 07	Feb 21	Feb 22	Feb 28	11
Feb 22	Mar 06	Mar 10	Mar 15	9
Mar 07	Mar 21	Mar 25	Mar 29	11
Mar 22	Apr 06	Apr 09	Apr 15	11
Apr 07	Apr 21	Apr 24	Apr 30	10
Apr 22	May 06	May 09	May 15	11
May 07	May 21	May 27	May 31	11
May 22	Jun 06	Jun 10	Jun 14	12
Jun 07	Jun 21	Jun 24	Jun 28	11
Jun 22	Jul 06	Jul 09	Jul 15	10

Total work days

262