

Below are the steps you will need to follow to complete your employment paperwork if you will be a **student worker on-campus (Not a GA/TA/RA)**:

1. Once you have been offered a job, the Student Employment Office will contact ISO. Wait to receive an email from ISO. Students employed by Sodexo or WKU Restaurant Group will receive a letter. Bring the letter to ISO for review.
2. When you come to the ISO bring in your passport, visa, I-94 printout and I-20.
3. Complete an On-Campus Employment Authorization Form. The ISO will provide you with an endorsed letter for the Social Security office.
4. Take your passport, I-94 card, visa, I-20 and endorsed Social Security letter to the Social Security Administration to apply for your Social Security number. It may take 5 – 7 days for you to receive your card.
5. When you receive the social security number: email that you have received the social security number to Student Financial Aid at fa.employment@wku.edu.
6. You will receive an email from GIS (Employment at WKU) asking permission to do a background check on you. **YOU MUST RESPOND TO THIS EMAIL.** By responding, you are giving consent to the background check.
7. You will also receive a second email from GIS (Employment at WKU) with a link to complete an electronic I-9 form. Human resources will help you complete the form. They will email you to set up an appointment. Please wait for them to email you. You will not be able to expedite the process simply by going to their offices.
8. Bring your passport, visa, I-94 printout, I-20 and Social Security Card to the appointment.
9. At the appointment you will also meet with David Lewis, WKU Tax Compliance Officer.
- 10. You may not begin work until you are cleared and approved by the Human Resources Office.**