

HIRING AN INTERNATIONAL STUDENT: PROCEDURES USING E-VERIFY

A: New international students without Social Security Numbers:

1. Confirm student has checked in with International Student Services.
2. Submit electronic student hire (PBP).
3. Issue an employment verification letter for the student.
[\(\[http://ip.sc.edu/iss/index.php?option=com_content&view=article&id=32&Itemid=208\]\(http://ip.sc.edu/iss/index.php?option=com_content&view=article&id=32&Itemid=208\)\)](http://ip.sc.edu/iss/index.php?option=com_content&view=article&id=32&Itemid=208)
 - a. Student takes letter to International Student Services for certification.
 - b. Student applies for Social Security Number.
4. Complete form I-9 with student, **and** collect a copy of the receipt showing student applied for Social Security Number. Note the student's temporary student ID number on the I-9. The department writes a memo to Payroll explaining that E-Verify cannot be completed since the student does not yet have an SSN. (*See template memo at above website*)
5. Send *copy* of I-9, Social Security receipt and memo to Payroll. **Reminder:** The I-9 must be completed no later than the start date of employment.
6. Follow up with student and obtain the Social Security Number when student receives it.
 - a. Check student in E-Verify, printing confirmation page and note confirmation number on I-9.
 - b. Send Payroll E-Verify confirmation, original I-9, and copy of the SSN. Make sure to note the student's temporary student ID number on the I-9.

B: New international students with Social Security Numbers:

1. Confirm student checked in with International Student Services.
2. Submit electronic student hire (PBP).
3. Complete form I-9 with student.
4. Check student in E-Verify, printing confirmation page and note confirmation number on I-9. (**wait at least 24 hours after student has attended International Student Services orientation**).
5. Send Payroll E-Verify confirmation, original I-9, and copy of the SSN.
Reminder: The I-9 must be completed no later than the start date of employment!

C: Continuing international students without Social Security Numbers:

Follow steps 2 through 6 from Section A. **PLEASE NOTE:** DO NOT check student in E-Verify until the Social Security Number is available and the student has attended International Student Services' orientation!

If you experience a non-confirmation or tentative non-confirmation from E-Verify, first follow all instructions given. If you need further assistance, please email USCEVerify@sc.edu.