

## **SUPPLEMENTAL INFORMATION ON HIRING NON-US CITIZEN STUDENT EMPLOYEES**

Follow same process/timeline as listed on [Student Employee Hiring Checklist](#).

### **BACKGROUND CHECKS**

Make sure to check “Candidate is a foreign national”, no SSN should be required if that is checked

- Do not need to check this for DACA

### **FORM I-9 DOCUMENTATION**

A Lawful Permanent Resident:

- **List A:** U.S. Permanent Resident Card
- **List B:** Driver’s License + **List C:** Social Security Card

An Alien Authorized to Work:

- **List A:** Unexpired Foreign Passport + Form I-94 and an I-20 (**F-1 Visas**)
  - I-20 shows program end date for Sec 1 #4 (reverification date)
- **List A:** Unexpired Foreign Passport + Form I-94 and a DS-2019 (**J-1 Visas**)
  - DS-2019 shows program end date for Sec 1 #4 (reverification date)
- **List A:** Employment Authorization Card (EAD Card) (**DACA**)

### **F-1 AND J-1 STUDENT WITHOUT SSN**

After hiring process has been completed (through student being entered in Oracle), as seen in [Student Employee Hiring Checklist](#), follow directions from the Business & Financial Services Tax Service Department for [Hiring a Foreign National Without a SSN](#).