**Process for Hiring an International Student**

There are some extra steps to the hiring process when you hire an international student. Please refer to the steps outlined below, and contact Ramón Rocha, Sr. (Human Resource Coordinator), if you have any questions.

**Steps to Hire an International Student:**

1. Complete the hire forms (except the I-9 Form) with the student and submit a hire request through the Student Employment Tool (SET).
2. Have the student take the completed hire forms to the Office of Human Resources (Hyer Hall, 3rd floor), and ask to speak with Ramón Rocha. Ramón will obtain all necessary documents from the student, and explain the “Glacier Online Tax Compliance System.”
3. Documents needed are:
	1. Original unexpired Passport
	2. Visa
	3. I-94
	4. I-20
	5. Social Security Card (if they have one)
4. If the student does not have a Social Security Card, Human Resources will assist with the application process to obtain one.
5. Human Resources will hire the student in HRS and they may begin working.
6. Once the student receives their Social Security Card, they need to update their “Glacier” record and bring the original card to Human Resources.

Per UW-System policy, the maximum hours an international student can work is 20 hours per week during the Fall and Spring semesters. They may work up to 40 hours per week during the Summer, Winterim, and Spring Break periods.