

International Student Hire Package Instructions:

Congratulations! We are excited to have you join our team. Before you attend orientation and begin work, it is necessary for you to complete our hire package. The following checklist details the list of documents found in this package; as well as the links and appropriate places to find them. Some of the items require notarization. You are welcome to take advantage of one of the free notaries at the O'Connell Center. We will only accept paper copies of the package; electronic versions will not be accepted. Please drop off your completed package to the Employee Relations Office in Room # 2115.

A few additional notes:

- All correspondence will be done by email, so please make sure the email address you check most often is the one you have provided to us.
- You must have your original Social Security card (a photocopy or faxed copy is NOT acceptable). If you do not have one, go apply for one at the Social Security office (4562 NW 13th St, Gainesville, FL 32609; (800) 772-1213). **WE WILL HOLD A SPOT FOR YOU ON OUR TEAM UNTIL YOUR SOCIAL SECURITY CARD HAS BEEN RECEIVED. PLEASE DO NOT TURN IN ANY PAPERWORK UNTIL YOU HAVE YOUR CARD!**
- All new employees are required to read the Employee Handbook prior to orientation. Please sign and return the following verification form at your scheduled orientation date. Employee Handbook (**link can be found on our website**)
[Employee Handbook Verification Form](#)
- Please make sure to have your packet complete before turning it in to our office. **This includes having the necessary copies already made of required documents. Please make sure these documents are printed in a one-sided format, no double-sided printing please.**
- In order to sign up for orientation, this package must be completed and turned in by the deadline.
- Even though this is an exciting and fun work environment, this is a real job with both rewards and consequences. We strive to exceed expectations every day, and we expect you to do so as well; we owe it to our patrons, events and our community. In return you will get the opportunity to have an amazing employment experience. Not many people can say they helped set a stage for a major concert, worked behind the scenes for Gator Growl and monitored the Rowdy Reptiles during a sold-out basketball game.
- Finally and most importantly, please feel free to contact us with any concerns or questions. We are here to support you and are excited to have you as a member of the O'Connell Center Team!

If you have any questions, contact Employee Relations Office by calling 352-392-6535 or email questions scoc-hire@ufl.edu

International Student Hire Package Checklist:

This checklist details exactly what is needed in your completed hire package. Please check off each item, sign, and include this with your hire package. We recommend using Internet Explorer to open the links below. **We cannot process any paperwork until all of the appropriate items have been submitted!**

_____ **Driver's license and original social security card (MUST BE SIGNED). We will make a copy when you submit your paperwork. If you do not have a drivers license, your passport photo is an appropriate substitute.**

_____ **4 in 1 Form**

<http://hr.ufl.edu/wp-content/uploads/forms/recruitment/fourinone.pdf>

_____ **1-9 Form**

<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

_____ **W-4**

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

_____ **Direct Deposit Form (Must include a letter from your bank)**

<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2017/02/Direct-Deposit-2017.pdf>

_____ **Payroll Certification Form**

<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2016/12/Payroll-Signature-Certification-2015.pdf>

_____ **Invitation to Self-Identify**

https://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf

_____ **Employee Acknowledgement for Notice of Marketplace**

<http://hr.ufl.edu/wp-content/uploads/forms/benefits/MarketplaceAcknowledgmentForm.pdf>

_____ **Foreign National Tax Information**

http://rising.oconnellcenter.ufl.edu/site/wp-content/uploads/2016/08/FNIF_Form.pdf

_____ **Bring original documents:**

- US VISA
- I-94 Form, "Arrival and Departure Record"-Copy of both sides
- I-20, DS 2019 (IAP-66) or I-797
- Passport