

International Student Hire Package Instructions:

- 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!**
- You will be receiving an email from First Advantage, a background checking company. Please complete the steps in the email in order to conduct your background check. Be sure to complete this as soon as possible; all paperwork processing will be delayed until the background check is complete.
- Please make sure to have your packet complete before turning it in to our office. Please make sure these documents are printed in a one-sided format, no double-sided printing please. **In order to attend orientation, paperwork 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!**

_____ **Bring original documents:**

- US VISA
- I-20, DS 2019 (IAP-66) or I-797
- Passport
- Original Social Security Card (must be signed)

_____ **I-94 Form and Travel History**

<https://i94.cbp.dhs.gov/i94/>

_____ **Hire Paperwork Cover Page**

<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2018/09/Hire-Paperwork-Cover-Page.docx>

_____ **New hire Demographic Form (hire date and business address can be left blank)**

https://hr.ufl.edu/wp-content/uploads/2018/04/demographic_form.pdf

- _____ **4 in 1 Form**
<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2017/01/FourInOneForm.pdf>

- _____ **I-9 Form**
https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.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>

- _____ **Florida Retirement System Certification Form**
<https://www.myfrs.com/imageserver/pdf/cert.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.oconnellcenter.ufl.edu/wp-content/uploads/2017/01/Self-Identify.docx>

- _____ **Employee Acknowledgement for Notice of Marketplace**
<https://hr.ufl.edu/wp-content/uploads/2018/04/MarketplaceAcknowledgmentForm.pdf>

- _____ **Foreign National Tax Information**
<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2019/02/foreign-national-tax-information-form.pdf>

- _____ **International Student Hours Guidelines**
<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2018/07/International-Student-Hours-Guidelines.docx>