

Steps for faculty who hire prescribed study students

STEP 1

When students arrive on campus, the faculty member must ensure that the student reports to the OGI (Fenster Hall, suite 140) within TWO DAYS of arrival so that we can check his/her immigration documentation and health insurance paperwork.

After physically meeting the student, the OGI will:

- contact the Registrar and register the student for the zero-credit course MR_EXCH. Registration for this course is required for the student to receive any form of compensation;
- grant the student work authorization for on-campus employment.

NOTE: It is a violation of J-1 regulations for students to work without authorization from Global Initiatives. Employment prior to receiving authorization will result in the student's record being terminated.

STEP 2

The faculty (or the department's administrative assistant) needs to create a job in Cornerstone and have the student apply for it. Once the student applies, the job can be closed so other students don't apply for it. Follow the same hiring procedures as if hiring any student worker/assistant for the department.

NOTE: Questions about hiring and payment processes must be directed to Renetta Omar in the Financial Aid Office. The OGI cannot help with or answer questions about hiring or payment processes.

STEP 3

Once the student has been hired for the position, the Office of Financial Aid will issue a Social Security Administration letter for the student, and the student will receive instructions for applying for a social security number at a local social security office. Financial Aid cannot issue the letter until the student has been officially hired by the academic department. Students must apply for a SSN in a timely manner per US employment law. It may take several days for the Financial Aid Office to issue the letter. Any questions about the letter need to be directed to Renetta Omar in the Financial Aid Office.

NOTE: This letter is issued and signed by the Office of Financial Aid. Once the letter is produced, it is sent to the OGI for our signature. At that point we contact the student directly to have him/her pick up the letter in our office.