International Students with W&M jobs and Assistantships

Checklist of steps for new students, August 2017

Note: If you are not in the US, you will complete these steps after you arrive. Your first paycheck will be delayed by 4 weeks. The earlier you can complete all of these steps, the sooner you will be paid!

☐ Check In for Immigration registration and download your I-94 record

- Download your I-94 record from https://i94.cbp.dhs.gov/
- Login to iStart, using your W&M login: http://istart.wm.edu
- Click on Orientation on the left side menu
- Click on Immigration Check-In and complete the form
- Please also complete the Immigration Responsibilities Form

☐ Complete Form I-9 with Human Resources, Reves Center, Mon, August 21, 9am – 10:30am (by appointment)

- Appointment times. You will be contacted in advance with an appointment time. If you have not received an appointment by August 7, contact Emily Bailey (ehbailey@wm.edu, 757-221-3567) at the Reves Center.
- Complete Section 1 of your I-9 before your appointment.
  - For Section 1, students in F-1 and J-1 status should check the box “An alien authorized to work until____” and then enter the date of expiration of the I-20 or DS-2019.
  - The Admission # is the 11 digit number printed in the I-94 electronic record: https://i94.cbp.dhs.gov/
  - Leave Alien # blank.
  - If you don’t yet have a Social Security #: Check the box SSN Applied for on the form.
- Bring your passport, I-20 or DS-2019, and I-94 record (https://i94.cbp.dhs.gov), and your mailing address. If you live in the Graduate Complex, your address will be:
  
  GSH ####
  P O BOX 8705
  WILLIAMSBURG, VA 23187-8705

  Find your box number (####) by going to the William & Mary Post Office (Sadler Center, Room 110) to get your postal key.
- If you miss this event, you must make an appointment with Human Resources to complete your I-9. (Bell Hall: 109 Cary St)

☐ Apply for a Social Security Number (SSN): Meet on Tuesday, August 22, 7:15am, Reves Center

- The Reves Center will take you to Newport News Social Security Office to apply for an SSN. Sign up by Monday, August 21 by 1pm: http://forms.wm.edu/21402.
- You must upload a signed employment letter from your department in this format to iStart by Monday, August 21 by 1pm: http://tinyurl.com/wmssn.
  - Login to iStart (http://istart.wm.edu) using your W&M ID and Password.
  - Click on International Office in the menu on the left side.
Then, click on *F-1 Social Security Letter Request* and complete the form.

You will upload your signed employment letter here, and you will receive a DSO letter when you attend the trip.

- Bring your immigration documents: (I-20 or DS-2019), passport, and I-94 record (print from [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/), and your signed employment letter.
- If you cannot attend this trip, we will have another on **August 29**, or you can go to the **SSA** on your own, but check with the **Reves Center** to make sure your immigration record has been registered first. Typically you can get paid earlier by going to the earlier trip.

### Complete Payroll and Tax Forms: Payroll Session, Tuesday, August 29, 1:00 – 3:30pm, Reves Center

- **Bring to this session:**
  - Laptop. Please charge in advance, as we will not have enough outlets for everyone to use
  - Immigration documents (I-20 or DS-2019), passport, and I-94 record (print from [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov)).
  - Complete travel history into and out of the US (print from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov), and also make note of trips not listed here, in advance).
  - W&M requires direct deposit of your paycheck to a bank account in the US. You will need information from your bank to complete this form.
  - Please print all documents in advance (I-94, travel history, Payroll Direct Deposit form). You can find a place to print on campus: [http://tinyurl.com/printlabs](http://tinyurl.com/printlabs).

- **Complete your tax information in FNIS**
  - Payroll Office will approve your forms electronically and send you an email once your documents have been approved and are ready to print and sign. Signed tax documents must be received in the Payroll Office no later than **Tuesday, September 5, 2017**.

- **Complete and Submit your Payroll Direct Deposit Form**
  - Submit the Payroll Direct Deposit Authorization Form, [http://tinyurl.com/wmdirectdeposit](http://tinyurl.com/wmdirectdeposit).
  - You will need information from your bank to complete this form.

- If you miss this event, you must make an appointment with Payroll (1314 S. Mt. Vernon Avenue)
- If you were on the College’s payroll last semester, you do not have to resubmit these forms unless changes are required.