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!

☐ Complete Immigration Check-In 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 Immigration Check-In on the left side menu
- Complete the Immigration Check-In and Immigration Responsibilities forms

☐ Apply for a Social Security Number (SSN): Meet on Tuesday, August 20, 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 19 by 12pm: http://forms.wm.edu/21402.
- You must upload an employment letter signed by your department by Monday, August 19 by 12pm: Use this letter template: https://bit.ly/2yNs15O
  - 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.
  - 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/), and your signed employment letter.
- If you cannot attend this trip, we will have another on August 27, 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 Form I-9 with Human Resources, Reves Center, Tuesday, August 20, 10am – 11:30am

- Immigration Check-In. Complete Immigration Check-In, following the steps above, by Monday, August 19, before 12pm. If you have questions, contact Emily Bailey (ehbailey@wm.edu, 757-221-3567) or Zabrina Williams (zkwilliams@wm.edu, 757-221-1138) 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, your Social Security card (or proof that you have applied for it), and your mailing address. If you live in the Graduate Complex, your address will be:

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GSH ####
P O BOX 8705
WILLIAMSBURG, VA 23187-8705
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Find your box number (####) by going to the William & Mary Post Office (Sadler Center, Room 110) to get your postal key.

Print and Bring your I-94 record (https://i94.cbp.dhs.gov). Access your I-94 by clicking “Get most Recent I-94.” You can find a place to print on campus: http://tinyurl.com/printlabs. We cannot use records stored on your phone; it must be printed.

If you miss this event, you must make an appointment with Human Resources to complete your I-9. (Bell Hall: 109 Cary St)

Complete Payroll and Tax Forms: Payroll Session, Wednesday, August 21, 9:00 – 11:00am, Reves Center

Bring to this session:

- Laptop. Please charge in advance, as we will not have enough outlets for everyone to use
- Complete travel history into and out of the US (print from https://i94.cbp.dhs.gov, and also make note of trips not listed here, in advance).
- Please print all documents in advance (I-94, travel history). You can find a place to print on campus: http://tinyurl.com/printlabs
- Before the session, please complete Payroll Direct Deposit Authorization steps online. 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.

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 before you can be paid.

Complete and Submit your Payroll Direct Deposit Information

- Update your banking information, following the Direct Deposit instructions
- You will need information from your bank to complete this
- Once you have completed the online portion, you must contact the Payroll Office at 757-221-2848 to confirm your direct deposit.

If you miss this event, you must make an appointment with Payroll (1314 S. Mt. Vernon Avenue)

You can also request FNIS online: https://bit.ly/33hX73D

If you were on the College’s payroll last semester, you do not have to resubmit these forms unless changes are required.

AUGUST 2019