**Departmental Information/Nonresident Alien Tax Compliance**

**Hiring Process for Nonresident Aliens** Full time or temporary through Human Resources/Students through Financial Aid

1. Ensure individual has a social security number
2. If the individual needs to apply for a social security number, the requirements below must be met:
	* Job offer on campus (must be a job through payroll/tuition scholars are not eligible to apply)
	* Registered full-time for classes and registered in SEVIS
	* Have a local, physical address

If the requirements listed above are met, please follow the procedures listed below:

* 1. Notify your employer if you are an F-1 or J-1 student and obtain a job offer letter from your on-campus employer that has been written on departmental letterhead. The Template for ETSU On-Campus Employer-F-1 Students can be found by clicking on the following link and then clicking on “On Campus Employment” tab. <https://www.etsu.edu/honors/international/current.php>
	2. Once you have the letter from your employer, bring it to the International Programs and Services Office, located in Yoakley Hall, room 122. There, they will provide you with another letter verifying your immigration status and enrollment at ETSU. It will take at least one day to prepare this letter. (You need BOTH letters when you go to the Social Security office). ***Students on CPT do NOT need a letter from the International Programs and Services Office, but they DO need authorization on page 2 of their I-20. Students on OPT or Economic Hardship are only required to provide the EAD with immigration documents.***
	3. Next, complete the application for a Social Security Card (Form SS-5) before you go to the Social Security Office. They will give you this form when you get your second letter at the International Programs and Services Office.
* **Be sure to take the following required items with you to the Social Security Office:**
	+ I-20 or DS-2019
	+ Passport/Visa
	+ I-94
	+ Letter from your prospective employer
	+ Letter from the International Programs and Services Office
	+ If you are a Grad Assistant, take a copy of your contract.
* **You will not be permitted to begin work until you have a social security number. However, it will take several weeks for your social security card to be sent to you in the mail. In order to begin work immediately, you can go back to the social security office the next business day after your initial application, where you can obtain a printout containing your new number. This printout can act as your temporary social security card until your official one arrives in the mail.**
	+ GLACIER requires a social security number in order for an employee's paperwork to be complete.
	+ Human Resources will require a copy of your social security card.
* Address of the Social Security Office:

                       Social Security Administration
                       818 Sunset Dr., Suite 203
                       Sunset Commons Building
                       Johnson City, TN 37604

* Social Security Office Phone Number and Office Hours:

          866-964-5059 or 800-772-1213

         Monday – Friday 9:00 a.m. – 4:00 p.m.

1. Once the hiring paperwork is received in Human Resources/Financial Aid, the individual will be notified through email to complete GLACIER paperwork in our office. Please make an appointment with the Office of Nonresident Alien Tax Compliance by clicking on the following link: <https://www.etsu.edu/bf/auxiliaries/natc/appointment.php>. The individual must have a social security number to complete GLACIER. Once GLACIER paperwork is completed, we will provide it to Human Resources/Financial Aid to complete the process.
2. Do not have a foreign employee complete a W-4 card. This will be done through GLACIER to determine the proper withholding requirements.
3. Once the paperwork is processed, the department will be notified by Human Resources/Financial Aid that the employee may begin working.