

Hiring New International Graduate Assistant

Sample dates illustrate the anticipated timeline between tasks

Please review **Must Haves** and **Important Information** for each task

Sample Dates		Task to complete	Responsibility	Contact with questions	Must Have	Important Information
July 1	Step 1	<input type="checkbox"/> Create GA offer letter and send to student	GA Supervisor	ISSS	<input type="checkbox"/> Number of credits covered, <input type="checkbox"/> stipend amount, <input type="checkbox"/> semesters/length of GA	Student will need to provide this letter to ISSS for their immigration document and to the US Embassy for their visa
July 15	Step 2	<input type="checkbox"/> Obtain signatures on GA Contract & Position Description and submit to The Graduate School	GA Supervisor and Student	GA Supervisor	<input type="checkbox"/> A start date of either the 10th or the 25th of the month, <input type="checkbox"/> Adobe Sign	Student and department signatures required. Must be submitted to Rebecca Lipscomb by August 1
August 1	Step 3	<input type="checkbox"/> Complete top section of the SSN letter and send to ISSS	GA Supervisor	ISSS	Form here	Required for student's application to the Social Security Administration
International Student Arrival in the US						
August 12	Step 3	<input type="checkbox"/> Open a US bank account	Student	US bank	<input type="checkbox"/> Minimum of \$25, <input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20	
August 12	Step 4	<input type="checkbox"/> Complete initial SEVIS registration	Student	ISSS	<input type="checkbox"/> Passport, <input type="checkbox"/> visa, <input type="checkbox"/> I-94	
August 12	Step 5	<input type="checkbox"/> Complete the online SSN Application	Student	ISSS	<input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94, <input type="checkbox"/> Mailing address with box number, <input type="checkbox"/> US phone #	<input type="checkbox"/> Use ISSS address if student mailing address is unknown: 800 S. Main Street - MSC 5731, Harrisonburg, VA 22807. <input type="checkbox"/> Print application receipt
August 12	Step 6	<input type="checkbox"/> Complete I-9 section I	Student	ISSS	<input type="checkbox"/> Form I-20, <input type="checkbox"/> Passport, <input type="checkbox"/> I-94	Afterwards, students will receive email with instructions on how to schedule appointment with Student Employment to complete section II of the I-9
August 14	Step 7	<input type="checkbox"/> Complete I-9 section II	Student (with Student Employment)	Student Employment	<input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94, <input type="checkbox"/> Mailing address with box number, <input type="checkbox"/> US phone number, <input type="checkbox"/> SSN App. Receipt	This step must be completed before the student can begin working
Can start working after I-9 section II is completed						
August 15	Step 8	<input type="checkbox"/> Complete tax forms	Student	Sherry Willis	<input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94, <input type="checkbox"/> Mailing address with box #, <input type="checkbox"/> (US) phone #, <input type="checkbox"/> Bank documents	Make an appointment with Sherry Willis to complete: <input type="checkbox"/> W4, <input type="checkbox"/> VA4, <input type="checkbox"/> 8233/W8-BEN
August 26	Day 14 in the US	<input type="checkbox"/> Apply in person for a SSN card	Student	SSN Office	<input type="checkbox"/> Form I-20, <input type="checkbox"/> Passport, <input type="checkbox"/> I-94, <input type="checkbox"/> SSN app. receipt, <input type="checkbox"/> signed SSN letter	Must wait 14 days after arrival in the US. Receipt of SSN card 7-10 days after in-person appointment.
September 6	7-10 days after SSN appt.	<input type="checkbox"/> Follow-up with student about SSN card	GA Supervisor			If SSN Card is not received in 10 days , reach out to Rebecca Lipscomb for further instructions
September 9	Upon receipt of SSN card	<input type="checkbox"/> Complete additional hiring paperwork	GA Supervisor and Student	GA Supervisor	Student must bring the original SSN Card	Complete: <input type="checkbox"/> Employee Info Form, <input type="checkbox"/> Direct Deposit, <input type="checkbox"/> Copy of SSN card
September 9	After completion of hiring paperwork	<input type="checkbox"/> Complete ePAR	GA Supervisor and dept. fiscal person	GA Supervisor	Attach to ePAR: <input type="checkbox"/> GA contract, <input type="checkbox"/> Position Description, <input type="checkbox"/> Employee Info form, <input type="checkbox"/> copy of SSN card	Original direct deposit form and supporting documents are mailed to Payroll
September 30		<input type="checkbox"/> Estimated first paycheck				ePAR must be received by Student Employment by Sept. 16 for paycheck date of Sept. 30. Check Payroll Calendar

If Sept. 16 ePAR cutoff date is missed, the next ePAR cutoff date is Oct. 2, which will push their first paycheck to Oct. 16.

ISSS office- Holland Yates 2nd floor | (540) 568-7314 | iss@jmu.edu

Rebecca Lipscomb's office- Holland Yates 4th floor | (540) 568-5716 | lipscomb@jmu.edu

Sherry Willis' office- Massanutten Hall 241 | 540-568-8034 | williss@jmu.edu

SSN Office- 301 N. Mason St. Suite 101, Harrisonburg, VA | (800) 772-1213

Student Employment Office- SSC bldg. 5th floor | (540) 568-3269 | studentjobs@jmu.edu