



**Office of Student Employment**  
2130 Fulton Street, Lone Mountain 203  
San Francisco, CA 94117-1080  
(415) 422-6770  
[stuemp@usfca.edu](mailto:stuemp@usfca.edu)

# Student Employment Checklist for International Students

---

*International USF students who wish to work on campus must complete a three-part process in order to obtain employment and receive payments (earnings) in accordance with University and federal requirements. The steps listed below must be completed by all first-time employees.*

## I. Obtain a student employment position at USF

- ☐ 1. Look for and apply for an on-campus job. Refer to the [Online Job Listings page](#) for a list of available job opportunities. When you are offered and have accepted a job, go to step 2.
- ☐ 2. Access your Workday account, which you will use to manage your on-campus employment:
  - a. Check your email inbox for 2 separate emails, one containing a temporary password and one containing a username and a link to access your temporary account.
  - b. Complete all onboarding tasks in your inbox, refreshing occasionally as new tasks auto-populate. Once you are able to access the digital Form I-9, go to step 3.
- ☐ 3. Complete USCIS Form I-9, Employment Eligibility Verification, according to the [instructions](#) found online. Once you have completed Section 1 of the form, take your original (hard copy) supporting documents (your foreign passport, most recent I-94, your I-20 or DS-2019, and your current US Visa) to the Student Employment Office, LMM 203. ***This step must be complete before you begin working.***

## II. Obtain a Social Security Number

- ☐ 4. Print out the Social Security On-Campus Employment Confirmation Letter from the myUSF ISSS website and have your employer (supervisor) complete and sign the form.
- ☐ 5. F-1 Student: Take your Employment Confirmation Letter to ISSS for endorsement.  
J-1 Student: Take your Employment Confirmation Letter to ISSS and receive additional paperwork.
- ☐ 6. Apply for a Social Security Card according to the [instructions provided by ISSS](#), within 10 business days of your employment start date. Be sure to ask for a printed receipt to confirm your SSN application.
- ☐ 7. Bring your Social Security Card to the Student Employment Office ([stuemp@usfca.edu](mailto:stuemp@usfca.edu)), within 21 business days of your employment start date.

## III. (Optional, but Recommended) Complete Sprintax TDS

- ☐ 8. After successfully submitting I-9 documentation to the Student Employment Office, you will receive an email with login information for USF's new nonresident tax compliance software program, Sprintax TDS. Sprintax has a live-chat function that can assist you with questions. You can also email Quyen Tu, Senior Tax Accountant, at [qtu@usfca.edu](mailto:qtu@usfca.edu) with further questions. (Please be sure to read the email from [noreply@sprintax.com](mailto:noreply@sprintax.com))
- ☐ 9. Enter your information in Sprintax TDS, following the instructions provided in the email.
- ☐ 10. Print, review, date and sign the Tax Summary Report and all supporting forms and statements generated by Sprintax.
- ☐ 11. Upload the signed Tax Summary Report and attachments to the Sprintax system, or submit these documents to the USF Internal Audit and Tax Compliance office, as instructed on the Tax Summary Report. If a tax treaty is available, you will be alerted of your eligibility. ***A tax treaty is not guaranteed.***