Hiring Graduate International Students for On Campus Positions

Emily Stewart & Tricia Chan Schueler
International Students & Programs Office

Becky Burrola & Courtney Aguila
Graduate Division

Anne Winterton
Payroll Division

UC San Diego
Agenda

- Introductions
- About ISPO and UCSD’s International Student Demographics
- U.S. Immigration Basic Regulations
- Steps to Hiring International Students
- Payroll Process
- Graduate Division Processes
- Q & A
Total Number of International Students Served = 9,065

- Undergraduate: 57%
- Graduate: 29%
- Non-Degree: 12%
- Post-Completion: 2%

- Students: Pursue a UC San Diego program of study
  - F-1 Students (I-20)
  - J-1 Exchange Visitor in Student Category (DS-2019)
  - International students in other statuses
U.S. IMMIGRATION REGULATIONS
THE BASICS
WHAT IS A VISA?

• A document authorizing entry into the United States

• A visa is NOT authorization to:
  • Be in the USA
  • Study in the USA
  • Work in the USA

• For employment purposes and documentation – it’s OK if the visa is expired! Visa is irrelevant for employment purposes.

*Exception: Canadian nationals
International visitors must declare **ONE** primary purpose

- **B1/B-2**: Tourist
- **F-1**: Student
- **E-2**: Investor
- **H-1B**: Temporary Worker
- **H-4**: Dependent of H-1B
- **J-1**: Student or Scholar
- **R1**: Religious Worker
- **TN**: Trade NAFTA
- **WT**: Visa Waiver

Each letter-digit combination has its own set of specific immigration regulations, including regulations on employment/work eligibility and authorization.
WHAT IS I-94 STATUS

- Authorization for an international visitor to be in the USA
- International visitor prints outs Electronic Form I-94 from online or paper card at sea/land ports
- Also known as immigration status or entry status
- Can exist only in the USA
- International Visitor must comply with special regulations
- If Form I-94 has a specific end date, that is when status expires.
- If Form I-94 is marked “D/S” or “Duration of Status,” other documents are needed to determine “projected” status expiration date.

1/1/2014
12/2/2013
F-1
D/S
<table>
<thead>
<tr>
<th>VISA</th>
<th>I-94</th>
</tr>
</thead>
<tbody>
<tr>
<td>For ENTRY to US</td>
<td>For STAY in US</td>
</tr>
<tr>
<td>Preapproval to ENTER US</td>
<td>Duration of STAY in US</td>
</tr>
<tr>
<td>Issued by US Consulate outside US</td>
<td>Issued by DHS at ports of entry (or in USA if international applies for change of status)</td>
</tr>
<tr>
<td>Expires, not collected</td>
<td>May expire; if paper I-94 collected at ports of exit within the US</td>
</tr>
<tr>
<td>May affect status but not employment authorization</td>
<td>Regulatory compliance is always prerequisite to employment authorization</td>
</tr>
</tbody>
</table>
What is Employment Authorization?

- Legal authorization to work in the US
- Issued by various sources, as needed:
  - For F-1 students: US Citizenship and Immigration Services (USCIS) or DSOs at ISPO
  - For J-1 students: US Department of State registered Responsible Officers – Ros/AROs at ISPO
- Employers must document it BEFORE hiring internationals
- NOT related to having a Social Security Number or tax filing status
- ALWAYS has an end date & often other conditions as well
TO REVIEW...

ALL THE PIECES ARE CONNECTED

Primary Purpose

Visa

I-94 Status

Regulations

Employment Authorization
Types of on-campus employment

- Work on the school premises, employed by the I-20 issuing institution (job at Geisel library)

- Work on the school premises, employed by on-campus commercial firms (job at Burger King)

- Work done on off-campus locations, but treated as on-campus
  - Educational affiliation (association with the established curriculum or related to contractually funded research projects at the post-grad level)
  - Shared facilities
  - Funding and supervision from UC San Diego Faculty

If you are unclear if a job would be considered “on-campus” employment, please check with an International Student Advisor.
MORE DETAILS ABOUT WORK AUTHORIZATION

If student has NOT completed their program of study…

Must be registered 12 units per quarter, unless it is not a required quarter (Summer) or student has an approved RCL through ISPO

**UCSD F-1 students:** no authorization required for on-campus

If **Other Institution F-1 students:** Approved CPT or OPT

**J-1 students:** Official Letter from Responsible Officer (ISPO)

If student has completed their program of study…

No longer registered

**F-1 students:** Approved Optional Practical Training (OPT)

**J-1 Students:** Approved Academic Training (AT)
Must strictly observe limitations

How early can an international student start work?
Up to 30 days before classes start for new students (enter US with initial UCSD I-20)
After issuance of UCSD I-20 or DS-2019 for New Transfer students (transfer from another US institution)

How many hours can a (currently enrolled) international student work?
Up to 20 hrs/wk during classes (& exams)
No limits during summer or winter break

When does the student need to stop work?
Must stop working at end of program of studies or end of authorized work authorization
PRELIMINARY CHECKLIST:

IS THIS INTERNATIONAL STUDENT ELIGIBLE TO WORK AT UCSD?

Must have valid & up-to-date documents:
- Passport
- Form I-94
- Other supporting documents, if needed
  - If F-1 Student status: I-20
  - If J-1 Exchange Visitor status student: DS-2019 & Official Letter from RO authorizing employment

If in another status & you are uncertain of the regulations, please call the International Students & Programs Office
For On-Campus Employment of J-1 Exchange Visitors in the Student category, a formal letter on letterhead from ISPO is required.
SUMMARY

- Step 1: Confirm student status.
- Step 2: Verify visa status.
- Step 3: Determine whether student needs employment authorization.
- Step 4: Review and make copies of immigration documents.
- Step 5: Obtain SSN/ITIN.
- Step 6: Obtain necessary approvals from Graduate Division (if applicable).
- Step 7: Complete Form I-9 and Other Payroll Forms.
- Step 8: Enter in PPS.
- Step 9: Complete Glacier Record Request.
- Step 10: Monitor employment hours.
Step #1

Confirm student status at UC San Diego

- Current UCSD Student?
  - Graduate?
  - Undergraduate?

- Graduated UCSD Student?

- Student from another Institution?

- If student is not a current UCSD student, contact ISPO
Step #2

Determine visa status

- F-1
- J-1

Most UCSD students are F-1 or J-1 but there is also “alphabet soup”
Step #3

Determine whether the student needs to get employment authorization

- UCSD-sponsored F-1 international students currently enrolled full-time have employment authorization inherent to status.

- All other international students must have employment authorization, including—
  - An international student in another status
  - An international student from another institution
Step #4

- Review visa documents and make copies
- Things to check for:
  - Passport bio page
    - Is it valid (not expired)?
  - I-94 record
    - For F-1 or J-1 should say their visa status and D/S
  - F-1: Valid I-20
  - J-1: Valid DS-2019
    - J-1 Employment Authorization Letter
  - EAD Card (F-1 Post-Completion OPT students only)

Ignore the visa. It is irrelevant for employment purposes.
Step #5

- Obtain Social Security Number or Individual Taxpayer Identification Number (ITIN) from student.

  NOTE: If student recently applied, you may attach copy of SSN application receipt.

- Receipt of SSN application is required to hire any employee

- Employers are required to use SSNs to deduct payroll taxes
SOCIAL SECURITY NUMBER: HOW INTERNATIONALS APPLY

1. Get a job offer letter from employer
2. Visit ISPO
   • Bring employer’s job offer letter
   • Request verification letter from ISPO
3. Visit the local SSA Office & bring:
   • Passport, Visa & Form I-94
   • I-20 or DS-2019
   • Employer’s job offer letter
   • ISPO’s verification letter
4. Wait 2-4 weeks for delivery

NOTE: Internationals who are NOT employed are NOT eligible to apply for a SSN
Step #5, continued

- ITINS are for those not eligible for SSNs (not employed), but who still need to file tax returns for US income from sources such as:
  - Scholarships & grants, i.e. Title Code 3296 w/ no wages/salary
  - If student is eligible for ITIN, ISPO can help them apply; forms & instructions will be generated by Glacier
Step #6

- Get necessary approvals -- especially for graduate students
  - Graduate Division
  - Academic Department
Step #7
Complete Form I-9 & other payroll forms

- Payroll Forms: [https://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html](https://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html)
- Instructions for Form I-9 [https://www.uscis.gov/i-9](https://www.uscis.gov/i-9)
- No UC W-4/DE 4 is required. Glacier will generate them.
Step #7, cont’d

Tax ID number for I-9

All payees must have or get a U.S. tax ID number, though it is not required at time of hire.

Employees should provide SSN or proof of application for one.

If fellowship is only pmt type (TC 3296 Research Fellow WOS), ask for SSN. If no SSN, advise them to apply for Individual Taxpayer Identification Number (ITIN).

More information about applying for tax ID numbers can be found by searching for “ucsd ispo ssn” or “ucsd ispo itin.”
Step #7, cont’d.

If student was unable to provide tax ID number at time of hire, check with them every 2 weeks until you get one. Enter SSNs in PPS, email ITINs to glacier@ucsd.edu.

If ITIN holder becomes employee, he must apply for a SSN.
Step #8
Enter in PPS

- Do not change marital status or number of allowances
- Enter only SSNs or all 9s if the student has no SSN. Do not enter ITINs in PPS (any tax ID number that starts with 9 is an ITIN)
- See “How to Complete the PPS EALN Screen” for instructions. http://blink.ucsd.edu/finance/payroll/foreign/administrative/ealn.html
Step #9
Complete Glacier Record Request

1. Department completes Glacier Record Request Form online http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/glacier.html
Glacier Record Request Form for PPS Payments

About the Foreign Individual

Last Name, exactly as entered in PPS *

First Name, exactly as entered in PPS *

Middle Name, exactly as entered in PPS. Leave blank if no middle name

PPS ID number without leading zeros *

Maximum of 6 characters allowed. Currently Entered: 0 characters.

UCSD Email address *

Payment type(s) expected in current & next calendar year *

- Biweekly salary/wages/bonus
- Monthly salary/wages/bonus
- Payment and/or benefits under TC 3296 Research Fellow
  WOS, TC 3253 Postdoc Fellow, TC 3254 Postdoc Paid-
  Direct

About administrative employee completing this form

Last Name *

First Name *

Email Address *

Contact Phone Number *

Department Name *

Submit
2. Payroll emails foreign individual explanation of Glacier and access to it (dept. copied on these emails)

3. Foreign person accesses Glacier online and answers tax questions, signs forms Glacier generates and submits them to Payroll with certain immigration document copies.

4. Payroll reviews forms and copies, updates PPS, and adjusts pay as necessary
Step #10

Monitor student employment hours:

- ≤ 20 hours per week while classes & exams are in session
- Full time ok during summer and vacation periods
Steps to take when hiring an international student:

1. Confirm student status.
2. Verify visa status.
3. Determine whether student needs employment authorization.
4. Review and make copies of immigration documents.
5. Obtain SSN/ITIN.
6. Obtain necessary approvals from Graduate Division (if applicable).
7. Complete Form I-9 and Other Payroll Forms.
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Review:

- Step 1: Confirm student status.
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QUESTIONS?
The Graduate Division has oversight for the following student titles:

- Graduate Student Researcher
- Teaching Assistant
- Associate (in lieu of TA)
- Associate-in (Teaching a course)
- Reader
- Tutor

Salary rates are updated each academic year with an October 1 effective date.

New rates are posted on the Graduate Division website:
Graduate student employment must be approved by the Home Department (the department/program where the student is pursuing a degree) prior to entering the appointment in the Payroll System (PPS).

Refer to “Home Department Contact List” available at:

If new hire enter the Home Department on EPER screen in PPS.

If rehire ask the Home Department or Graduate Division for alternate access to employee record.

Payroll Actions (PANS) are automatically routed to the following:
- Home Department
- Appointment Department
- Personnel (Graduate Division)
- Payroll
- Alternate Department
The “Home Department” is responsible for tracking the following eligibility requirements for graduate student employment:

1. Be in good academic standing: Maintain a GPA of 3.0 in upper-division and graduate course work and not have more than eight units of F and/or U grades overall.
2. Meet department standards including a satisfactory spring evaluation.
3. Be within pre-candidacy, support time limits and 18 quarter teaching limit.
4. Enrolled in 12 units if employed greater than 25%.

A graduate student may only be employed one fiscal year at a time (7/1 – 6/30).
**Employment Percentage**
International students on F1 or J1 status are limited to 50% during the academic year and 100% employment during the summer with departmental approval.

**New Admits**
An international student in F-1 or J-1 status cannot enter the U.S. more than 30 days prior to the program start date listed on the I-20 or DS-2019.

**Leave of Absence**
- Students who wish to go on a leave of absence from UC San Diego for one or more quarters are required to obtain permission from the International Students & Programs Office (ISPO) prior to their proposed leave. Failure to report a leave of absence may have a negative impact on the student’s immigration status.
- A graduate student on an academic Leave of Absence may **not** receive any payment from the university (employment, fellowship, etc.) during the quarter(s) while on Leave and must be separated in PPS.

**Readmits**
A graduate student who has been readmitted or is returning from a Leave of Absence (and within the support time limit) is eligible for employment during the summer or quarter break preceding the quarter of readmission or return from a leave of absence.
A Graduate Student Researcher is a registered graduate student who performs research related to their degree under the direction of a faculty member.

Each graduate academic department/program has established a support policy for all of their graduate students.

All GSRs in the same academic department/program are appointed to the same GSR step level(s), and GSRTF title code, as established by the student’s academic department or program (not the fund source).
A GSR who meets all of the eligibility requirements listed below receives full tuition/fee remission (GSRTF) as a perquisite of employment.

The home department is responsible for coordinating GSRTF payments using the Graduate Division on-line tool at [https://goapp.ucsd.edu/financial/](https://goapp.ucsd.edu/financial/).

**Eligibility:**

1. Be appointed for a minimum 25% time for the full quarter in which tuition and fees are paid, or the dollar equivalent (e.g., 50% for half the quarter).

2. Have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid.

3. Be within campus time limits for support and in good academic standing.

4. For Non Resident Supplemental Tuition remission, be within the first year of graduate study at UCSD unless an international student. US citizens and permanent residents should establish California residency by the start of their second year.
A Teaching Assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member.

- **Oath/ Patent**
  - For a new hire TA, the oath must be signed on or before the first day of the quarter (not the pay period).
  - For example, if fall quarter begins on 9/20, the oath must be signed by that date, not on 10/1 which is the pay period start date.

- **Spring Quarter TA and Other Summer Appointments**
  - A graduate student appointed as a TA spring quarter may be appointed up to 100% time as a GSR (or other title) beginning the day after the quarter ends (mid-June).
  - Although it may look like the student is appointed up to 150% time, the TA service period ends the last day of the spring quarter so it is not a conflict.
Teaching Assistants and Associate-Ins appointed at 25% time or more for the quarter are eligible for TA Fee Remission (TAFE) and TA Health Insurance (TAHI).

TAFE pays the Tuition and Student Services fee. TAHI pays the health insurance portion of the registration fees. TAHI/TAFE does not cover Nonresident Supplemental Tuition, GSA Fee, University Center Fee, or Recreation Fee.

Note: In November 2010, the Regents adopted a simpler fee structure that equalized the Tuition (formerly Educational Fee) across all students beginning in 2011-12.

Nonresident graduate academic students may be eligible for a remission adjustment. Graduate Division will identify students and issue the remission for the quarter in which the student is eligible. The payment will be reflected as “TA Other Remission/Fees” or “TA Other Remiss IRPS/Fees” on the student account.

Fee Payment Coordination
The home department, not the funding department, is responsible for coordinating TAHI/TAFE payments using the Graduate Division on-line tool at https://goapp.ucsd.edu/financial/.
There are two types of Associate Appointments:

1. **Associate in (Dept-Teaching a Course):**
   a. A graduate student Associate (teaching a course) may conduct the entire instruction of an upper or lower-division course if they meet specific requirements and receive approval from the Dean of Graduate Division/Committee on Education (exceptions).
   b. Departments submit files using ASES on behalf of students.

2. **Associate in Lieu of TA:**
   a. An Associate (in lieu of TA) may serve as a “senior TA” for a department/program’s TA training activities, as a TA consultant or Language Screener for the Center for Teaching Development, or under an Academic Instructional Improvement grant.
   b. Use of this title for any other program requires prior approval by the Dean of the Graduate Division.
Graduate Division creates campaign for new quarter and sends link to Departments.
- Departments submit files using ASES on behalf of students.
- For Summer requests: students must be registered for the Spring Quarter prior to, or the Fall Quarter following, the requested Summer Session.
- The application questions replace two forms that are no longer required: the Academic Appointment Summary form and the Request to Appoint Associate-in for UD courses.
- For requests to teach lower-division classes, you will not need to complete questions 6-13 on the application.
- Check Application Status on the Applicants page of ASES.
- ASES will generate an Appointment letter indicating the appointment is not final and the message will no longer appear once final approval has been granted.
- Applications for UD courses must be routed to Graduate Division for review four weeks (counted in business days) prior to the start of the quarter in which a course is to be taught.
- Remind students to download their Appointment letters.
A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students’ questions about such assignments.

Readers are always set up on sub-2 and subject to positive time reporting using the On-Line Timekeeping system.

IMPORTANT: If the student is already set up as a Teaching Assistant or other monthly appointment and you are adding a concurrent readership, you MUST add the reader at a monthly rate.

Readers are eligible for TA Fee Remission/Health Insurance at the beginning of each quarter based on the assumption that the student will work the minimum number of hours required (110).

Departments are responsible for auditing hours to ensure eligibility.
A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material.

The tutor title is approved for use in specific programs.

Any other department or program use of the Tutor title must have prior written approval by the Dean of the Graduate Division.

**Tutors are always set up on sub-2.**

Tutors are eligible for TA Fee Payments at the beginning of each quarter based on the assumption that the student will work the minimum number of hours required (110). Departments are responsible for auditing hours to ensure eligibility.
• The Research Fellow title is used for nonresident international students receiving fellowship stipend payments for tax withholding purposes.

• The department must enter stipend payment information into the payroll system prior to the monthly payroll deadline in order for the Disbursements Division to issue a stipend check.

• NOTE: U.S. citizen, permanent resident, and resident alien stipend payments are administered by Graduate Division through the Student Aid Management System (SAM). In general, an international student will become a resident alien for U.S. tax purposes only in their sixth year in the U.S.
• **Fellowship Stipends:**
  • All stipend payments are taxable except for the amount of the stipend used for tuition/fees, books, supplies and equipment that are required of all students in the course of instruction. International non-resident aliens who received a stipend payment will be issued a 1042-S tax statement for tax reporting purposes.

• **Tuition/Fee Scholarships paid by UCSD:**
  • Tuition/fee payments covering qualified education expenses are not taxable.

• **Salary (GSR, TA, Associate, etc.):**
  • The entire amount of salary is taxable income and will appear on the employees UCSD W-2 Wage and Tax Statement as wages. The employee MAY NOT deduct from salary any amount paid out of pocket for fees or course related expenses.
Graduate Division – Student Financial Support: 
http://grad.ucsd.edu/financial/index.html

Graduate Division PPS Manual: 
http://grad.ucsd.edu/financial/employment/pps.html

Graduate Division Tax Information: 
http://grad.ucsd.edu/resources/general/tax.html

Academic Employment Opportunities for UCSD Students: 
http://grad.ucsd.edu/_files/financial/jobopportunities.pdf
RESOURCES

International Students & Programs Office
Student/department forms and guides:
http://ispo.ucsd.edu/departments/employing-students.html

Payroll
Forms:
http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.htm

Graduate Division
Financial Support:
http://ogs.ucsd.edu/financialsupport/Pages/default.aspx

Career Services Center
Hiring and managing student workers:
http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,25726.00.html
KEY CONTACTS

Tricia Chan Schueler
tschueler@ucsd.edu
X43730
International Students & Programs Office

Becky Burrola
rburrola@mail.ucsd.edu
x43727
Graduate Division

Courtney Aguila
c8aguila@ucsd.edu
X46562
Graduate Division

Anne Winterton
awinterton@ucsd.edu
X41485
Payroll Division