International Graduate Assistantships: Hiring Process

Initiate/Complete before arriving to US ◄ Initiate/Complete after arriving to US

Background Check	STUDENT		2. Receives an email from background check company, HireRight, and provides authorization to conduct background check.					
	UNIVERSITY	HIRING DEPARTMENT		3rd PARTY COMPANY[1]	HIRING DEPARTMENT			
		1. Submit the Background Check form online: https://uh.edu/human-resources/talent-acquisition/chri/		3. Conducts background check. **Processing Time: 2-3 business weeks**	4. Attach approved background check to ePAR.			
Personal Data Sheet	STUDENT	**1. Complete the Personal Data Sheet at the Hiring Department.[3]**						
	UNIVERSITY		HIRING DEPARTMENT					
			2. Check for completion and attach to ePAR.					
I-9 & Direct Deposit	STUDENT	**1. Bring identification and Direct Deposit information (if available) to Human Resources (HR). Student will receive an I-9 receipt once set-up with HR.**	**2. Submit I-9 receipt to Hiring Department.**					
	UNIVERSITY			HIRING DEPARTMENT				
				3. Attach I-9 receipt to ePAR.				
Social Security Number	STUDENT	**1. Bring these items to ISSSO[4] during check-in: I-94, copy of passport with visa status, and employment letter from Hiring Department.**				**5. Pick up verification letter from ISSSO and bring the letter and all relevant documents to local SSA[9] office to apply for a SSN. If application is submitted, student will be issued a receipt.**	**6. Submit receipt to the Hiring Department.**	
	UNIVERSITY		ISSSO	SEVIS	ISSSO			HIRING DEPARTMENT
			2. Registers student into SEVIS[5]. **Processing Time: 1-5 business days**	3. SEVIS verifies student with DHS[6] and SAVE[7]. **Processing Time: 7-10 days**	4. Generates the verification letter which is required to request a SSN[8]. NOTE: Letter cannot be generated until the student is enrolled. **Processing Time: 1-5 business days**			7. Attach receipt to ePAR[10].
Foreign National Tax Form	STUDENT				**4. Receives an email from the Tax Department with access to FNIS account.**	**5. Complete required information on FNIS.**		
	UNIVERSITY	HIRING DEPARTMENT	HUMAN RESOURCES	TAX DEPARTMENT			TAX DEPARTMENT	
		1. Employing Department retrieves required information from The Graduate School to complete the Foreign National Tax Form. The form is attached to ePAR.	2. Human Resources updates the HR system with citizenship and expiration of visa and saves the Foreign National Tax Form to the Tax Share Drive.	3. The Tax Department checks the Tax Share Drive for the documents. Upon receiving, the Tax Department creates a FNIS[2] account for student. **Processing Time: 1-4 business days**			6. Reviews FNIS information and approves/denies/ requests additional information. **Processing Time: 1-4 business days**	

[1] Background checks are completed through a third party company, HireRight
[2] Foreign National Tax Information System
[3] The link for the Personal Data sheet can be found at: **http://www.uh.edu/human-resources/forms/PersonalDataSheet.doc**
[4] International Student and Scholar Services Office
[5] Student and Exchange Visitor Information System
[6] Department of Homeland Security
[7] SAVE (Systematic Alien Verification for Entitlements Program)
[8] Social Security Number
[9] Social Security Administration
[10] Approved background check email, foreign national tax packet, personal data sheet, I-9 and receipt from SSA must be attached to ePAR prior to submission to Human Resources (HR) for processing. **Processing time for ePAR once received by HR is 5-7 business days.**