

International Student Employment Directions

You cannot begin working on campus until all steps have been completed and your supervisor receives an e-mail from Human Resources authorizing your work.

1. Student Employment Work Referral

- Complete the top portion of the form down to the “Student Signature” line
- Your supervisor in the department, that you were hired in, will complete the “Employer Information and Payment Information” sections
- If you **do not** have a Social Security Number - Take your Work Referral form to the Office of International Education and Services, to get a “Verification of Employment Letter,” to take to the Social Security Office. You will need this letter to obtain a Social Security Number

2. Complete the Social Security Card Checklist (Located on Next Page)

- Apply for your Social Security Card
Social Security Office Administration
2445 Cape Centre Drive
Cape Girardeau, MO 63701
(866) 931-7077

3. Social Security Card should arrive via mail within five to seven business days. If you don't receive your card within the five business days, contact the local Social Security Office at (866) 931-7077 to see if they can provide you a letter with your Social Security Number on their letterhead.

4. Go to Human Resources – Academic Hall Room 012. Bring the following documents:

- Student Employment Work Referral
- Passport
- VISA
- Social Security Number
- I-94 Arrival/Departure Record w/ Travel History
- I-20 Certificate of Eligibility for Non-Immigrant Student Status
- MO W-4 tax document
- Direct Deposit form (Optional)
 - Complete I-9 Employment Eligibility Verification (Form provided by Human Resources)

5. Check your Southeast e-mail

- You will receive an email from pjseabuagh@semo.edu
- This e-mail will contain a User ID and password information to complete the online Foreign National Information form. **You must complete this information for your tax documents to be processed.**

6. Tax Documents – Academic Hall Room 012

- You will receive an email from pjseabuagh@semo.edu
- Sign Final Tax Documents in Human Resources

7. Begin Work – Once all paper work is processed, your supervisor will receive an e-mail from Patsy Seabaugh, in Human Resources, authorizing your employment. **Until this e-mail is received, you may not begin work.**

If you have questions, please contact:

Human Resources
Patsy Seabaugh, Human Resources Technician
Academic Hall, Room 012
One University Plaza, MS3150
Cape Girardeau, MO 63701
(573) 651-2319

Student Employment Work Referral

Southeast ID#: _____ Name: _____ SSN: _____

STUDENT EMPLOYEE ELIGIBILITY AND RESPONSIBILITIES

- Forms **REQUIRED** before work may begin are: Work Referral, Employment Eligibility Verification (I-9), Federal Withholding (W-4), State Withholding (Mo W-4), and Direct Deposit Authorization (Optional). International students will need the following additional documents: Passport, Visa, Arrival/Departure Record (I-94) w/ travel history, Certificate of Eligibility for Non-Immigrant Student Status (I-20), and Social Security Card
- You must be enrolled at least half-time (6 hrs) and in a degree-seeking program. Federal Work Study awards may require adjustments if other aid resources change, or you may be notified to terminate on-campus employment based on restrictions imposed by Federal regulations.
- Students will be accountable for the information found in the student handbook. The complete handbook may be viewed at: <http://www.semo.edu/hr/employment.html>

PREVIOUS CIVIL OR COLLEGE DISCIPLINE			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convicted of a misdemeanor other than a traffic violation	Convicted of a Felony	Suspended/dismitted/expelled from any educational program/institution	None
<i>Note: If the answer above is not "None", a detailed explanation (including dates, locations, actions, etc.) must be attached.</i>			

I affirm that all information supplied is complete and accurate. Any misrepresentation may affect my eligibility to work at or attend this University. I understand that I may not work or be paid for hours worked until my supervisor is notified by Human Resources of my authorization to work.

Student Signature: _____ Date: _____

EMPLOYER INFORMATION			
A STUDENT MAY NOT WORK OR BE PAID FOR HOURS WORKED UNTIL AUTHORIZED BY HUMAN RESOURCES			
A confirmation email will be sent to the supervisor once processing is complete.			
_____	_____	_____	_____
Department Name	Index	Time Approver Position #	Printed Time Approver Name
_____	_____	_____	_____
Student Position #	Printed Supervisor Name	Supervisor SE ID#	Supervisor Phone #

PAYMENT INFORMATION	
<input type="checkbox"/> New Hire	_____ Start Date \$_____ Wage Rate
<input type="checkbox"/> Pay Adjustment	_____ Stop Date Department Time Entry <input type="checkbox"/> Yes <input type="checkbox"/> No
INSTRUCTIONS: Wage rate must be between \$7.85 and \$10.27 per hour. If rate is above \$10.27, a Wage Rate Justification form is required. Hours worked must not exceed 20 hours per week during fall/spring semesters and 40 hours per week during the summer semester. Students are not allowed to begin work until the supervisor has received an e-mail from Human Resources authorizing employment.	
SUPERVISOR SIGNATURE: _____	

SSN SOCIAL SECURITY NUMBER

CHECKLIST

Social Security Administration Office
2445 Cape Centre Drive - Cape Girardeau, MO 63701
Phone: +1 (866) 931-7077
Hours: Monday- Friday - 9 am - 4 pm
Except Wednesdays (only open until 12 pm)

DOCUMENTS YOU NEED TO APPLY FOR A SSN

Completed Social Security Card Application Form

The application form can be downloaded at <http://www.ssa.gov/online/ss-5.pdf>

Passport

Form I-20 or Form DS 2019

F-1 students must bring their Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status)

J-1 or J-2 exchange visitors must bring their Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status)

I-94 (Arrival Departure Record)

If you have not received a paper I-94, please visit www.cbp.gov/I94 to obtain an electronic copy of your record

Verification Letter

Bring your Student ID to request your letter at the front desk of the Office of International Education and Services.

Bring your Work Referral or Employment letter to request a SSN verification letter.

Proof of Employment

Complete your Student Employment Referral Authorization Form or employment offer letter/contract

An employment offer letter/contact should include your name, job title, start date, number of hours you'll be working, supervisor's name and telephone number

NOTES:

The Social Security Administration will verify your status on the Immigration and Naturalization Service database. New students must wait until you are enrolled and registered on SEVIS before applying for a social security number. Please allow 10 days after you enter the country to ensure your name is registered on the master database. You can check with the Office to verify that you are registered on SEVIS.

Directions from Southeast Missouri State University

Take Sprigg St, Pacific St. or West End Boulevard south to William St.
Turn right onto William St. and continue west to S. Kingshighway (1 mile)
Turn left onto S. Kingshighway and continue south to Cape Center Drive (1 block)
Social Security Administration building is on the left (halfway down the street)

Phone: (573) 986-6863 Email: international@semo.edu

Office of International
Education and Services



Southeast
Missouri State University...



**Missouri Department of Revenue
Employee's Withholding Certificate**

This certificate is for income tax withholding and child support enforcement purposes only. Type or print.

Employee	Full Name		Social Security Number	
	Home Address (Number and Street or Rural Route)		City or Town	State ZIP Code
	1. Filing Status: Check the appropriate filing status below. <input type="checkbox"/> Single or Married Spouse Works or Married Filing Separate <input type="checkbox"/> Married (Spouse does not work) <input type="checkbox"/> Head of Household			
	2. Additional withholding: If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected tax by the number of pay periods in a year. Enter the additional amount to be withheld each pay period on line 2.....			
3. Reduced withholding: If you expect to receive a refund (as a result of itemized deductions, modifications or tax credits) on your tax return, you may direct your employer to only withhold the amount indicated on line 3. Your employer will not use the standard calculations for withholding. If you designate an amount that is too low, it could result in you being under withheld. To calculate the amount needed, divide the amount of your expected tax by the number of pay periods in a year. Enter the amount to be withheld instead of the standard calculation. If no amount is indicated on line 3, the standard calculations will be used.....				3
4. Exempt Status: Select the appropriate reason you are claiming an exemption from withholding below and indicate EXEMPT on line 4.				4
<input type="checkbox"/> I am exempt because I had a right to a refund of all Missouri income tax withheld last year and expect to have no tax liability this year. A new MO W-4 must be completed annually if you wish to continue the exemption.				
<input type="checkbox"/> I am exempt because I meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Missouri tax liability.				
<input type="checkbox"/> I am exempt because my income is earned as a member of any active duty component of the Armed Forces of the United States and I am eligible for the military income deduction.				

Signature	Under penalties of perjury, I certify that the information provided on this form is true and accurate.	
	Employee's Signature (Form is not valid unless you sign it)	Date (MM/DD/YYYY) ____/____/____

Employer	Employer's Name	Employer's Address		
	City	State	ZIP Code	
	Date Services for Pay First Performed by Employee (MM/DD/YYYY) ____/____/____	Federal Employer I.D. Number	Missouri Tax Identification Number	

Notice To Employer:

Within 20 days of hiring a new employee, send a copy of Form MO W-4 to the Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax to (573) 526-8079.
Please visit <http://dss.mo.gov/child-support/employers/new-hire-reporting.htm> for additional information regarding new hire reporting.

Employee Information
Visit our online withholding calculator <https://mytax.mo.gov/rptportal/home/withholding-calculator>.

Items to Remember:

- Employees must complete a new form if their filing status changes or to adjust the amount of withholding.
- If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form W-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember. You must also provide verification of residency such as a copy of your state income tax return filed in your state of residence, a property tax receipt from the state of residence, a current drivers license, vehicle registration or voter ID card.
- Additional information can be found at <https://dor.mo.gov/business/>.

Mail to: Taxation Division
P.O. Box 3340
Jefferson City, MO 65105-3340

Phone: (573) 751-8750
Fax: (573) 526-8079

3 Direct Deposit	<input type="checkbox"/> Percent of Net Pay _____ <input type="checkbox"/> Fixed Amount _____ <input type="checkbox"/> Discontinue <input type="checkbox"/> Begin Date _____ <input type="checkbox"/> Change from _____ to _____																																										
Bank Information	Name of Bank: _____ <input type="checkbox"/> Checking/Now City and State: _____ <input type="checkbox"/> Savings <div style="text-align: center; margin: 5px 0;"> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td colspan="9" style="text-align: center; padding: 2px;">Bank Transit Routing Number (9 digits)</td></tr> <tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr> </table> </div> <div style="text-align: center; margin: 5px 0;"> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td colspan="12" style="text-align: center; padding: 2px;">Account Number</td></tr> <tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr> </table> </div>	Bank Transit Routing Number (9 digits)																		Account Number																							
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Additional information that will help process your request:

Return completed form to: Human Resources
 Academic Hall 012
 MS 3150