

## 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](mailto: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](mailto: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"/> Convicted of a misdemeanor other than a traffic violation	<input type="checkbox"/> Convicted of a Felony	<input type="checkbox"/> Suspended/dismissed/expelled from any educational program/institution	<input type="checkbox"/> 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

- New Hire      \_\_\_\_\_ Start Date      \$ \_\_\_\_\_ Wage Rate  
 Pay Adjustment      \_\_\_\_\_ Stop Date      Department Time Entry     Yes     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](http://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

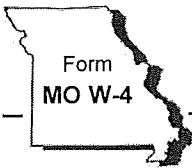
Take Sprigg St., Pacific St. or West End Boulevard south to William St.  
Turn right onto William St. and continue west to S. Kingshighway (1 mile)  
Turn left onto S. Kingshighway and continue south to Cape Center Drive (1 block)  
Social Security Administration building is on the left (halfway down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

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

Office of International  
Education and Services



Southeast  
Missouri State University



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

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

Full Name	Social Security Number	Filing Status Single <input type="checkbox"/> Married <input type="checkbox"/> Head of Household <input type="checkbox"/>	
Home Address (Number and Street or Rural Route)	City or Town	State	ZIP Code

<b>Employee</b>	1. Allowance For Yourself: Enter 1 for yourself if your filing status is single, married, or head of household.. . . . .	1	
	2. Allowance For Your Spouse: Does your spouse work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter 0. If no, enter 1 for your spouse . . .	2	
	3. Allowance For Dependents: Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on his or her Form MO W-4.. . . . .	3	
	4. Additional Allowances: You may claim additional allowances if you itemize your deductions or have other state tax deductions or credits that lower your tax. Enter the number of additional allowances you would like to claim. . . . .	4	
	5. Total Number of Allowances You Are Claiming: Add Lines 1 through 4 and enter total here.. . . . .	5	
	6. 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 balance due by the number of pay periods in a year. Enter the additional amount to be withheld each pay period here. . . . .	6	\$
	7. Exempt Status: If you had a right to a refund of all of your Missouri income tax withheld last year because you had no tax liability and this year you expect a refund of all Missouri income tax withheld because you expect to have no tax liability, write "Exempt" on Line 7. See information below. . . . .	7	
	8. If you 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, write "Exempt" on line 8. See information below. . . . .	8	
	9. If income earned as a member of any active duty component of the Armed Forces of the United State is eligible for the military income deduction write "exempt" on Line 9 . . . . .	9	

<b>Signature</b>	Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.	
	Employee's Signature (Form is not valid unless you sign it)	Date (MM/DD/YYYY) / /

<b>Employer</b>	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.

**Employee Information - You Do Not Pay Missouri Income Tax on all of the Income You Earn!**

Visit <http://www.dort.mo.gov/tax/calculators/withhold/> to try our online withholding calculator.

Form MO W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Missouri when you file your return. Deductions reduce the amount of your taxable income. If your income is less than your standard deduction, you should mark "Exempt" on Line 7 above. The following amounts of your annual Missouri adjusted gross income will not be taxed by the state of Missouri when you file your individual income tax return.

Single	Married Filing Combined	Head of Household
\$12,000 - standard deduction + up to \$5,000 for federal tax	\$24,000 - standard deduction + up to \$10,000 for federal tax	\$18,000 - standard deduction + up to \$5,000 for federal tax

**Items to Remember:**

- If your filing status is married filing combined and your spouse works, do not claim an exemption on Form MO W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claim the dependents on your Form MO W-4. If both spouses claim the dependents as an allowance on Form MO W-4, it may cause you to owe additional Missouri income tax when you file your return.
- If you have more than one employer, you should claim a smaller number or no allowances on each Form MO W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.
- If you itemize your deductions, instead of using the standard deduction, the amount not taxed by Missouri may be a greater or lesser amount.
- 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.



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: 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: 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:

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