

MSU STUDENT EMPLOYMENT
INTERNATIONAL STUDENT HIRE REQUEST

International student first time hires will need to have their position created and entered in EBS by Student Employment **BEFORE** they may begin working. In order for us to process the hire, please complete the following form and send it to Student Employment 110 Nisbet, along with the original I-9 and receipt from Social Security Administration. International students who do not have a social security number **MUST** still complete the F-1 letter and take that with them when applying for a social security number. We will notify you when the student may begin working. If you have any questions, please do not hesitate to contact us at studentemployment@hr.msu.edu or 517-355-9520.

Org Name _____

Org Unit# _____

Student's Name _____

APID _____

SSN _____

Start Date _____

Job _____

Position Abbreviation _____

Time Approval Position _____

Title of Time Approval Position _____

Fund _____

Pay Rate _____

Work Schedule Rule _____

All Student Employee Policies

Below, please select all policies that the student has reviewed and completed;

Michigan Right to Know

MSU Drug Free

Accommodations – Persons with Disability

Student Employment Policies & Procedures

Job Specific Polices;

If this employee requires a Background Check please fill out the form and send to Student Employment

Does this employee require a Driver Certification form? If yes, what date was the Driver Certification form completed?

Is it required for this student to complete an Exposure to Health Risk/Physical Demands form?

Is it required for this student to complete the MSU Acceptable Use of Computing Systems form?

Is it required for this student to complete the Relative Employed in Unit form?

Authorized Signature _____