

Employment Checklist

1

COMPLETE IMMIGRATION CHECK-IN

2

SUBMIT INTERNATIONAL STUDENT
AUTHORIZATION FORM

3

FIND ON-CAMPUS EMPLOYMENT
POSITION

4

APPLY FOR SOCIAL SECURITY NUMBER

5

COMPLETE NEW HIRE PAPERWORK

Find more details here:



Important Info

INTERNATIONAL STUDENT EMPLOYMENT POLICY

Review the full International
Student Employment Policy



J-1 STUDENTS

Students on J-1 visas have limited opportunities for Academic Training. Please schedule an appointment with an International Student Advisor to learn more. You will be required to submit a request for Academic Training Form



Schneiderman & Associates

EMPLOYMENT CHANGES

You must notify the Office of International Enrollment and Services if your employment position changes on-campus.

GRADUATE ASSISTANTSHIPS

Graduate students with full graduate assistantships (20 hour per week of work required) are not authorized to work in any other on-campus position. Graduate students with half graduate assistantships (10 hour per week of work required) may be eligible to work in another on-campus position.



EAST TENNESSEE STATE
UNIVERSITY

International Enrollment & Services