

How to Obtain a Student Job:

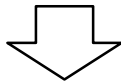
A Step-by-Step Guide for International Students

Step 1: Apply for Jobs

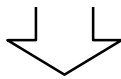
- Go to JobX: vassar.edu/jobx (Select Students > Find a Job)
- Register and begin job search:
 - Start by applying for as many jobs as you are interested in. Refer to the JobX [Student User Guide](#) for detailed instructions.
 - New Jobs are posted daily so check back regularly.
 - You may not receive a response to your applications right away.
 - Continue to actively apply, even throughout the semester if necessary. Don't get discouraged!
- If you are selected for a position, the supervisor of that job will notify you.
 - If you receive multiple job offers, or decide you no longer want a position, please notify the respective supervisor immediately so that they can find a replacement.
- If you have not already completed setup of your Sprintax account, please do so as soon as possible- payroll will need this information to process your paychecks.

Step 2: Complete Required Employment Paperwork

Once you receive a job offer, you will need to complete an I-9 before you can begin working. An I-9 Form is a federal document that verifies a person's eligibility to legally work in the U.S. To complete your I-9, stop by the Student Employment Office (SEO) during our office hours (MWF 1-4pm). **The I-9 requires specific forms of ID (more than a driver's license). See page 3 of the form for a list of acceptable documents and bring your documents with you to the SEO to complete your I-9.** If you do not have original documents, you must have them sent overnight from home. No copies/scanned/faxed/cell phone photos of documents will be accepted!



- After the SEO reviews your I-9, they will give you a 'hiring permission form'. You must return this form to your job supervisor so that they can officially hire you through the JobX system. If you do not have a social security number, see the box to the right.



- Bring your social security card to the SEO as soon as you receive it. We will update your access to the [Workday](#) system so that you can complete your onboarding tasks. (If not completed, you will NOT be paid.)
 - In Workday, locate your Inbox (click the cloud located in the upper right corner of the page) and complete all onboarding requests, which includes additional tax forms.
 - Enter any prior hours worked on the Workday time sheet.

If you do NOT have Social Security Number (SSN):

Once you have been hired and have completed your I-9 with the SEO, contact the International Services Office to arrange the steps to get your SSN immediately.

You may begin working without an SSN, but you will not be able to submit your hours for payment. Keep your own record of hours worked, so that you can enter them into the workday system once your SSN has been received and updated.

You only have 90 days to present your SSN after date of hire or you will be terminated

Step 3: Enroll in Direct Deposit

Make life easier! Have your paycheck automatically deposited into your bank account, even when you leave for break.

To enroll: Follow these [instructions](#).

Note: Direct Deposit takes one-two full pay cycle(s) to go into effect. Your first paycheck will be a paper check sent to your Vassar mailbox.

The Student Employment Office offices.vassar.edu/student-employment

Our Location: The SEO is located within Human Resources in Baldwin House, 3rd Floor.

Questions: Find answers to [FAQs](#)
Contact us: stuemp@vassar.edu