

## Enroll in Classes

You can enroll in classes after you complete the following steps:

1. Arrive in Wichita.
2. Complete the check-in process with the Office of International Education.
3. Meet with your academic advisor.

## Get a Job Offer

You will need to receive an official offer. The Hiring Manager must complete the **International Job Offer Form** in **BLUE** ink. Your Hiring Manager will submit a Non-Benefit Eligible Hiring Form at this time indicating to Human Resources they wish to hire you for an on-campus position.

## Pick up your EEV

After documents are provided, International Education will prepare your Employment Eligibility Verification (EEV) within 2-4 business days. You will be contacted when your EVV is ready to be picked up at the Garvey International Center.

## Complete In-Person Meeting at SSA

Go to the Social Security Administration Office to show the appropriate documentation.

1. Employment offer letter from a campus department.
2. Employment Eligibility Verification prepared by International Education.
3. Continued Attendance I-20 (for F-1 students) or DS-2019 with work authorization (for J-1 students).
4. Valid passport and I-94.

The local Social Security Administration office is located at 3216 N Cypress Street, Wichita, Kansas 67226. Visit **Social Security Administration** for office hours and additional information.

## Complete I-9

Human Resources allows walk-in appointments to complete your I-9 Form; however, you can also schedule a specific appointment. Please use our **online scheduling tool** to set up an appointment to complete Section 2 of the Form I-9. Bring all necessary documentation which proves eligibility to work at Wichita State University as an International Student.

## Begin Work

## Arrive in the US

Welcome! We're happy you're here.

## Search & Apply for On-Campus Employment

Most WSU on-campus positions are posted on the **Handshake** site. Use your myWSU ID and password to log in. If you need additional help using Handshake, utilize our **online instructions**.

## Visit International Education to Request EEV

Take your completed job offer form and your I-94 to the International Education department in the Garvey International Center (GI) at 3203 E 17th Street N Wichita, KS 67208. If you need help finding this building, use this **interactive map**. Your I-94 can be obtained on the **Customs and Border Protection** website.

## Complete the Social Security Application

After you receive your Employment Eligibility Verification (EEV), complete the **online application** for a Social Security Number.

## Wait for Social Security Card to Arrive

The card will arrive via mail and on average can take two weeks.

## Receive Social Security Card

## Complete Onboarding Tasks

You cannot complete necessary forms until your Social Security card has been received. Once your card is received, complete all onboarding tasks assigned by Human Resources. These tasks will be received via email. Human Resources cannot put you into WSU's system without all forms completed.

## Hiring Department Submits ePAF

Your Hiring Manager will submit an electronic personnel form (ePAF). Once approved your department contact or hiring manager notify you of a start date dependent on your specific type of employment.