**GRA/GTA Payroll Processing Instructions**

**Foreign Nationals without a Social Security Card**

***Foreign nationals must be present in the U.S. before beginning work. Payroll processing cannot be completed until you have arrived in the U.S. and checked in with Graduate Student***

***Immigration Services in the Cranwell International Center.***

**Instructions for completing I-9 *(employment eligibility verification form)***

Since you do not have a social security number, a Virginia Tech representative will need to assist you in completing your I-9 employment eligibility verification through E-Verify. Upload a good quality copy of the following documents to your ECE Google folder. Then, make an appointment with Kathy Atkins in the ECE Department to schedule a time to meet with her and present the physical documents for I-9 verification. *(See your checklist for appointment scheduling information.)*

* **Passport**
* **Visa**
* **I-94 admission record (can print out from online)**
* **I-20, DS-2019, or other work authorization document**

***Notify Becky Semones (***[***bsemones@vt.edu***](mailto:bsemones@vt.edu)***) as soon as you have presented your documents and completed your I-9. You are not eligible to begin work and your position cannot be activated until this has been done.***

**Other actions needed**

* Complete the **GRA/GTA Work Location Confirmation Form** and upload it to your ECE Google folder.
* You will be contacted through Virginia Tech’s FNIS (Foreign National Information System) with a request to complete tax forms, to provide your immigration information, and to submit copies of your immigration documents to their secure dropbox.
* ***Male employees only*** *need to complete a* ***Selective Service Registration Questionnaire*.** After your position is activated, login to Hokie Spa and select the Hokie TEAM link to complete this questionnaire online. More information is available at <https://vtnews.vt.edu/notices/hr-selective-service-registration.html>. ***This is for male employees only – females do not need to complete this form.*** *Department number is ”010400” and Department name is “ECE.”*
* ***Enroll in Payroll Direct Deposit.*** You can take care of this by logging in to ***Hokie SPA*** and selecting the ***Hokie Wallet*** link. All employees at Virginia Tech are paid via direct deposit.
* **Title IX and the Violence Against Women Act (VAWA) Compliance Training Requirement** *Virginia Tech requires all employees to receive Title IX and the Violence Against Women Act (VAWA) Compliance Training.****All employees are required to complete this training****. Go to*<https://oea.vt.edu/title-ix-vawa.html> for more on this mandatory training. *This must be done within 90 days of employment.*

I will provide you with an employment verification letter once your payroll processing is complete. You will need this in order to apply for a social security card. You will also need to request a letter from your VT immigration advisor (DSO) in International Graduate Student Services (IGSS). More information about applying for a social security number is available at <https://international.vt.edu/immigration_services/graduate-student-immigration-services/employment/ssn.html>.

*Contact: Becky Semones,* [*bsemones@vt.edu*](mailto:bsemones@vt.edu)