

# Payroll Processing Instructions for Foreign Nationals without a Social Security Card

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***Note that foreign nationals must be present in the U.S. before beginning work. Your payroll processing cannot be completed until you are in the U.S. and have checked in with Graduate Student Immigration Services in the Cranwell International Center.***

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

Since you do not have a social security number, I will need to assist you in completing your I-9 employment eligibility verification through E-Verify. Please send a good quality copy of the following documents to me at [bsemones@vt.edu](mailto:bsemones@vt.edu) or share the documents with me on Google Drive. You should save these in PDF or JPG format and I recommend password protecting the files. You can then send me a separate email with the password. Then, let me know when you will be available to meet with me via Zoom to complete the processing. The meeting will take approximately 15-20 minutes. You will also need to have these documents available to present to me for remote review during our meeting.

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

***(We are currently authorized to complete I-9's remotely through July 18, 2020. We will not know until closer to that date if this authorization will be extended into the Fall. If not, our procedure may change.)***

## **Other actions needed**

- 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 and return it to me. (Females do NOT need to complete this form.)** The Department Number is "010400" and Department Name is "ECE." You can leave the field for I.D. Number blank and I'll add that for you.
- ***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](https://international.vt.edu/immigration_services/graduate-student-immigration-services/employment/ssn.html).

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