

INTERNATIONAL STUDENT HIRING PROTOCOL

STUDENTS

1. Do you have a Social Security Number (SSN)?
 - a. If **No**, see Ms. Nossem (Intl Student Advisor) in N106 as soon as possible for *Step 2*.
 - b. If **Yes and your upcoming job is not work study**, skip to *Step 6*.
 - c. If **Yes and your upcoming job is work study**, please handle hiring through HR. No CPT is needed.
2. Obtain a letter from the employment supervisor stating the details of employment (employment must be within the next 30 days). See Ms. Nossem for a template to send to your supervisor.
3. Obtain a letter and the instruction sheet with all necessary documents from Ms. Nossem so you may go to the Social Security Administration (SSA) to apply for a SSN.
4. Return with the receipt from the SSA and bring it to Ms. Nossem in N106.
5. You will receive your physical SSN card in the mail in 2-4 weeks. At that time, please bring the card to Ms. Nossem so she may input your SSN into the system.
6. On the Academic Affairs tab of STUDIO, under **Forms** you will find Curricular Practical Training (**CPT**). You must fill out a CPT form for each new gig or part-time employment you do, and CPT must be renewed each semester. CPT forms must be filled out by the student and signed by the primary teacher at CIM **before** the job is completed. **CPT cannot be backdated**. Please either turn in a physical copy or email a PDF to Ms. Nossem at least one business day before the employment begins so she can enter it onto your I-20 and send you an updated I-20 for you to print and sign.
7. Once you have confirmed that your SSN and CPT for your job are set up, you are ready to work!

FACULTY & STAFF

1. Does your student have a Social Security Number (SSN)?
 - a. If **No**, send them to Ms. Nossem (Intl Student Advisor) in N106 as soon as possible for *Student Step 2*.
 - b. If **Yes and your upcoming job is not work study**, skip to *Student Step 6*.
 - c. If **Yes and your upcoming job is work study**, please handle hiring through HR. No CPT is needed.
2. If you or your student is unsure of their status or whether or not they have a SSN, it is always better to check with the International Student Advisor (Emma.Nossem1@cim.edu) to avoid any illegality, tax implications, or future issues with our international students.
3. If you work with hiring international students often, and would like a list of current international students, please request one at any time. Additionally, if you are interested in hiring an international student but are weary to do so because of time, we are capable of getting an international student a SSN with the promise of work in the next 30 days. With about five days of lead time, we can make any hiring opportunity happen.

Any questions can be directed to Emma Nossem in N106 or Emma.Nossem1@cim.edu.