

YOU MAY NOT BEGIN WORK AT VIRGINIA TECH UNTIL YOU ARE FULLY CHECKED IN WITH THE CRANWELL CENTER.

IF YOU ARE A STUDENT, PLEASE REVIEW THE CRANWELL ON-CAMPUS EMPLOYMENT INFORMATION AND FOLLOW THE STEPS BELOW TO APPLY FOR A SOCIAL SECURITY NUMBER (SSN) AND COMPLETE YOUR ON-BOARDING.

MANDATORY ONBOARDING INFORMATION FOR INTERNATIONAL EMPLOYEES

BE AWARE: F and J *student* visa holders are required to acknowledge the following restrictions:

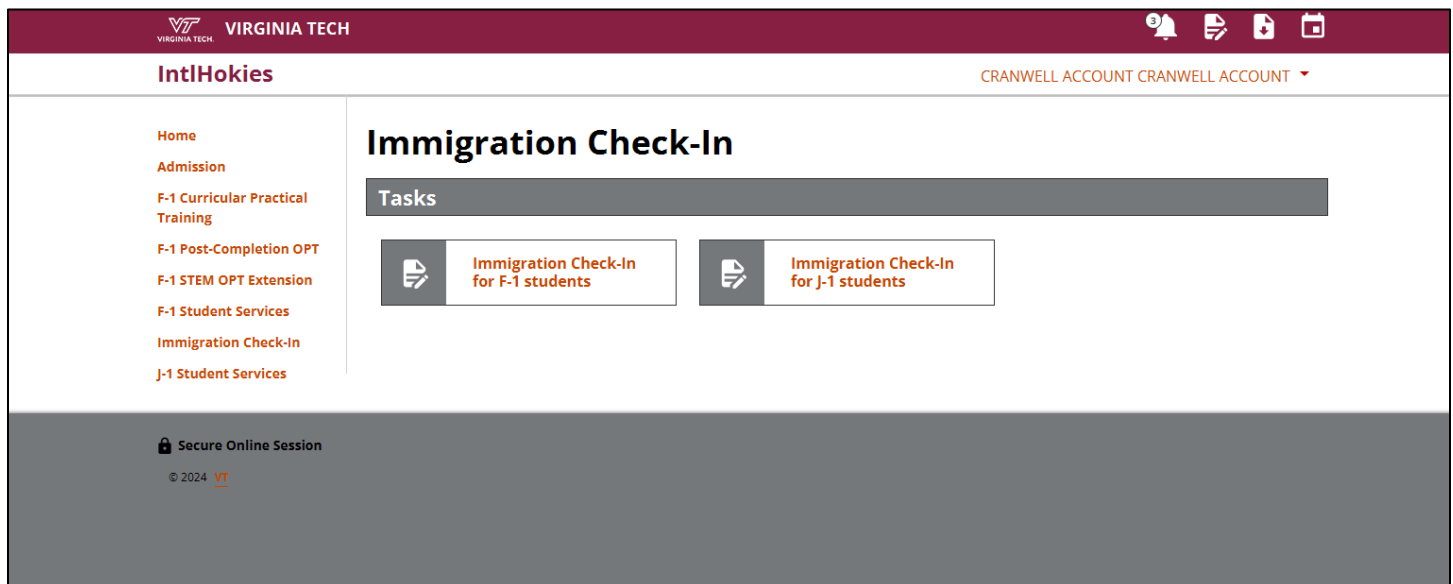
- May work a maximum of twenty (20) hours per week while classes are in session per US Immigration and Customs Enforcement requirements, (the 20-hour limit is applicable to *all* hours worked in *all* on-campus jobs). **Virginia Tech work week begins at 12:00 AM Saturday and ends at 11:59 PM on Friday.**
- May work only at Virginia Tech and other designated on-campus jobs defined by the University.
- Are required to make supervisors aware of all jobs on-campus.
- Are responsible for disclosing all existing Virginia Tech employment at the time of application to any other on-campus position.
- If hours work exceeds twenty (20) hours in all jobs combined when school is in session, the F-1 or J-1 status may be **TERMINATED**. This may impact an employee's ability to remain lawfully in the United States and may also impact future immigration matters.
- If an employee desires to seek employment outside of a Virginia Tech campus, they must obtain prior written approval from the Designated School Official (DSO) that issued the I-20 or DS-2019.

MANDATORY ONBOARDING PROCESS FOR NEW INTERNATIONAL EMPLOYEES

Students with a valid F-1 or J-1 visa may begin working on-campus up to 30 days prior to their program start date, if they have completed all the steps below. It is recommended that students with employment (such as a graduate assistantship) begin this process as soon as they have entered the US and have a fixed US mailing address.

1. Complete Immigration Check-in with Cranwell International Center:

- Make sure you have a valid passport and other immigration documents
- Employees will also need to complete the **Immigration Check-in** before their SSN certification letter can be approved
 - o Go to the [IntlHokies Portal](#).
 - o Go to the Immigration Check-In tab (see below).
 - o Complete the eform request and submit.
 - o If your current Form I-20 is issued for reasons such as a change of level, transfer pending, or change of status, you will receive a continued attendance I-20 upon approval of your Immigration Check-In. This document must then be submitted to the VT Payroll Office.



The screenshot shows the IntlHokies portal interface. At the top, there is a maroon header with the Virginia Tech logo and name on the left, and navigation icons on the right. Below the header, the page title "IntlHokies" is on the left, and "CRANWELL ACCOUNT CRANWELL ACCOUNT" is on the right. A left sidebar contains a menu with items: Home, Admission, F-1 Curricular Practical Training, F-1 Post-Completion OPT, F-1 STEM OPT Extension, F-1 Student Services, Immigration Check-In, and J-1 Student Services. The main content area is titled "Immigration Check-In" and features a "Tasks" section with two buttons: "Immigration Check-In for F-1 students" and "Immigration Check-In for J-1 students". At the bottom of the page, there is a footer with "Secure Online Session" and "© 2024 VT".

- Wait for **at least 2 days** after your check-in is approved for your SEVIS record to become ACTIVE. The SSA Office requires a SEVIS ACTIVE record before issuing an SSN. **Attending an appointment with the Social Security Administration too close to when your record is activated can create issues** due to possible processing delays between SEVIS and the US SAVE verification system.

2. Obtain from Hiring department:

- [Employment Verification Letter](#)
- Job Offer/Welcome Letter. We highly recommend that the offer letter includes an original signature from your employer.
- OnBoarding package with your login credentials to complete hiring paperwork online.

Application Tips

Write your name exactly as it is on your passport and other documents. Check to see that your family name and given name are in the correct place on the application.

Social Security will not deliver your Social Security card if your mailbox does not have your name on it. If your mailbox is not labeled with your name, label it yourself with a piece of paper taped inside or on the mailbox.

If there are any other questions, please contact Cranwell International Center by phone (+1.540.231.6527) or by email (international@vt.edu).

3. Obtain an SSN Verification letter from Cranwell International Center to present to the Social Security Administration.

- Login to the [IntlHokies Portal](https://international.vt.edu/Immigration-Services/IntlHokies.html) (<https://international.vt.edu/Immigration-Services/IntlHokies.html>)
 - o Go to the Student Services section on the left-hand side of the webpage.
 - o Select the Social Security Number Letter Request tab.
 - o Select your enrollment type
 - o Select Hiring department
 - o Upload the [Employment Verification Letter](#) received during your I-9 session and submit.
 - o You will be notified when your request has been approved.

The screenshot shows the IntlHokies portal interface. At the top, there is a navigation bar with the Virginia Tech logo and name on the left, and utility icons (notifications, search, user profile) on the right. Below the navigation bar, the page title "IntlHokies" is on the left, and "CRANWELL ACCOUNT CRANWELL ACCOUNT" is on the right. The main content area is titled "F-1 Student Services" and contains a "Tasks" section with a grid of request options. The "Social Security Number Letter Request" option is circled in blue. A sidebar on the left lists navigation options: Home, Admission, F-1 Curricular Practical Training, F-1 Post-Completion OPT, F-1 STEM OPT Extension, F-1 Student Services (highlighted), Immigration Check-In, and J-1 Student Services. At the bottom of the page, there is a footer with "Secure Online Session" and "© 2024 VT".

4. After receiving the SSN letter from Cranwell International Center, begin the process of applying for a social security number.

- To apply for your SSN, begin the [Online Social Security Number Application](#) no earlier than 10 days after you've entered the US

- **Please note:** The US mailing address you provide in this application will be the address where your SSN card will be sent after approval. Make sure you have access to the mailbox at this address.
- Supply the required information and submit the application
 - You will receive an **Online Control Number**, which you will need to schedule your appointment, and that you will need to bring with you to the SSA. **Make sure you print this page.**
- Schedule an appointment at the Roanoke SSA office
 - You must first create an account with login.gov
- Attend your appointment at the SSA within **45 calendar days** of submitting your online application
- SSNs are typically received 14 days (about 2 weeks) after approval

Documents needed during the SSN appointment:

- Valid passport and visa.
- Valid Form I-20 or DS-2019.
- Form I-94 (Arrival/Departure Record) - you may obtain your most recent record here: <https://i94.cbp.dhs.gov/I94/#/home>.
- Letter from your international advisor. (SSN Letter request mentioned in Step 3)
- Employment offer letter, or [Employment Verification Letter](#)
- Printed copy of the confirmation page showing your **Online Control Number**

The Social Security officer will provide you with a receipt stating that you will receive your SSN within 2 weeks. This will serve as proof that you attended the appointment.

Location & Hours of Operation

Social Security Office - Roanoke
 612 South Jefferson St. Suite 100
 Roanoke, VA 24011

Hours:

Monday – Friday 9:00 AM - 4:00 PM
 Saturday & Sunday Closed

Parking Options:

- There is limited free parking next to the building
- At the cross section of Jefferson and Elm there is a Parking Lot
- Center City Parking Garage is located directly across the street from the building

Smart Way Bus:

- Cost: \$4.00 each way (exact change only)
- You can take the Smart Way Bus to Roanoke (Campbell Court bus stop) from Squires Student Center on Virginia Tech's campus. The Social Security Office is on the left a few blocks away at 612 South Jefferson Street.
- Follow this link for more information: <https://smartwaybus.com/smartway.html>

5. Complete Employment Verification (I-9 form) and related HR onboarding paperwork

- The Immigration Reform and Control Act of 1986 requires employers to verify the identity and work authorization of all individuals hired after Nov. 6, 1986, whether they are U.S. citizens or not. Form I-9 must be completed for newly hired employees and rehired employees who have a break in service or break in pay of more than one year. Section 1 of the I-9 must be completed by the employee no later than the employee's first day of work. Section 2 must be completed by the employer within 3 business days of the employee's first day of work. Individuals in a non-citizen immigration status must present appropriate documentation supporting eligibility for employment in the U.S., as outlined by USCIS.
- Be sure to complete all New Hire Center tasks as soon as possible.
- Form I-9 is included in the packet you will receive from the New Hire Center if applicable to your position. All documents in the new hire packet must be filled out before Section 2 of the I-9 can be completed. Timely completion of the new hire packet is extremely important.

6. Complete [Foreign National Information System \(FNIS\)](#) information.

- **Initial Email:** New employees will receive an email from fnisadmin@vt.edu with the FNIS website address, username, password, and instructions for inputting non-immigrant information and U.S. visa history. Log in to <https://fnis.thomsonreuters.com/vt/> upon receipt.
- **Data Entry:** Complete the required information in the Data Entry Section. If unsure, you can "Save with Errors" and continue. Fields in red are optional. Enter all entries and exits in Step 5, even for your first U.S. entry.
- **Confirmation:** On the Step 6 Confirmation page, check the box in the Confirmation section and click the send email link to notify FNIS that your entry is complete.
- **Document Submission:** Use the drop box link provided in the email from fnisadmin@vt.edu and follow the instructions on the [FNIS drop box webpage](#) for submitting required documents.
- **Notification of Forms:** You will receive an email once your information is reviewed and tax forms are issued. Access these forms on the [FNIS website](#). Follow the instructions provided in the email.
- **Form Submission:** Complete and upload the forms to Payroll using the secure drop box. These tax forms will override any previously completed during the new hire process.

Foreign National Information System

Required for every international employee hired by Virginia Tech and each step must be completed in this process regardless of position type (Full time or part time; faculty, staff, or wage).

Payroll office may suspend or terminate positions if this process is not completed in a timely manner or respond to our requests.

If there are questions, please contact fnisadmin@vt.edu

7. Enroll in Direct Deposit

- Log into [Hokie Spa](#) with your PID and password.

- Click on HOKIE WALLET (towards the bottom of the screen).
- Click on ENROLL IN DIRECT DEPOSIT.
- Fill in the required bank information.
- There are two options for direct deposit -All other VT payments (Student refunds, travel reimbursements, etc.) and Payroll, please ensure you sign up for both.

8. Update FNIF with SSN

- After your SSN arrives in the mail upload the copy of your card into the [SSN Dropbox](#) to ensure all tax forms and University systems are appropriately updated.

HELPFUL LINKS

New Student Employee Training

<https://virginiatech.pageuppeople.com/learning/8498>

I-9 Documents

<https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/120-acceptable-documents-for-verifying-employment-authorization-and-identity/121-list-a-documents-that-establish-identity-and-employment-authorization>

[https://www.hr.vt.edu/content/dam/hr_vt_edu/hiring-and-employee-transactions/hiring-guidelines/I-9%20Acceptable Documents Handout.pdf](https://www.hr.vt.edu/content/dam/hr_vt_edu/hiring-and-employee-transactions/hiring-guidelines/I-9%20Acceptable%20Documents%20Handout.pdf)

Social Security Card

https://international.vt.edu/immigration_services/graduate-student-immigration-services/employment/ssn.html

https://international.vt.edu/immigration_services/Undergraduate-student-immigration-services/HelpfulLinks/SSNinfo.html

<https://www.ssa.gov/forms/ss-5.pdf>

https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/payroll/employee_ssa.pdf

Cranwell International Center

<https://international.vt.edu/employment.html>

https://international.vt.edu/employment/on_campus_employment.html#f-1

<https://international.vt.edu/employment/ssn.html>

[IntIHokies Portal - https://international.vt.edu/Immigration-Services/IntIHokies.html](https://international.vt.edu/Immigration-Services/IntIHokies.html)

Human Resources

<https://www.hr.vt.edu/hiring-employee-transactions/hire/student-employment.html>

Payroll

<https://international.vt.edu/employment/taxes.html>