Work on Campus Documentation Instructions for International Students

You must have a Social Security Card; see “How to get a Social Security Card” for instructions. You can apply for it at any time during the process, AFTER you have checked in @ the International Office to have your I-20 and SEVIS record updated/verified, and when you have an “On Campus Employment Certification Form” filled out and signed.

Have the following documents ready:
- Documentation of your job offer ~ “On Campus Employment Certification Form” available in International Programs Office
- Passport
- I-20
- I-94


2. Email the I-9 form to the Federal Compliance mgr: thollis@admin.nmt.edu Verify that you have saved your changes in version of the document before you send the email.

3. When section 1 of the I-9 form has been completed, email Theresa Hollis (see contact information below) to make an appointment to work on the US income tax forms.

TAKE ALL THE DOCUMENTS AT TOP OF THIS PAGE TO APPOINTMENT.

After you have been issued an I-9:
Undergraduates: go to the Financial Aid office and get Tech’s “Student Work Authorization Form”. Follow their instructions on getting signatures.

Graduates: take the I-9 confirmation slip (small yellow form) with a completed contract to the Center for Graduate Studies office.

Contact info for questions:
http://www.nmt.edu/federal-compliance
Theresa Hollis
Federal Compliance Mgr
Brown Hall, Room 100
thollis@admin.nmt.edu
575-835-5984