

Auburn University
Office of International Education

**PROCEDURES FOR HIRING
FOREIGN NATIONAL STUDENTS
FOR GRA/GTA/GA**

November 2008

This document provides recommendations to individuals in academic and administrative units that are responsible for managing the graduate assistantship award and foreign national hiring process so that Auburn University's legal obligations are met and a student's academic program is unhampered. It is meant to be a procedural guide for the hiring of foreign national students who are awarded Graduate Research Assistantships, Graduate Teaching Assistantships, and Graduate Assistantships by Auburn University. To receive one of these awards means the foreign national becomes an employee of Auburn University. As such, procedures and policies need to be followed if the University is to comply with state and federal labor, immigration, and tax laws.

1. The Assistantship Award Process

A. When the assistantship is awarded prior to arrival at Auburn University

- As part of the admissions process, an official Departmental, School or College appointee (eg. Graduate Program Officer, HR Liaison, Department Chair, Associate Dean for Graduate Studies) submits an "International Graduate Assistantship Award Form" (IGAA) through GWAAP on the Graduate School website at:
https://fp.auburn.edu/gradschl/public_html/gwaap3/
- After admission, the Graduate School sends the complete admissions packet to the Office of International Education (OIE) which issues the I-20 document and sends it surface mail to the candidate.

Note: Budgetary considerations do not allow the OIE to express mail I-20 forms. Graduate Programs/Departments wanting express mail service, which is necessary in many countries to insure delivery, must pick up the I-20 at the OIE and arrange for such service.

B. When the assistantship is awarded after arrival at Auburn University

- The program/departmental appointee must submit a *hardcopy* of the IGAA to the Graduate School. The form may be found on the Graduate School website under the "Forms and Policies" link.

IMPORTANT: In the case of a new employee, the IGAA must be in the Graduate School prior to the effective date of employment and no later than the eighth class day **in order to secure a tuition waiver.**

- The Graduate School sends a completed and signed copy of the IGAA to the OIE.
2. ALL International Students hired by Auburn University must go to the OIE to receive employment counseling and complete an Alien Employment Verification & Tax Form. The student will be required to have the form signed by both the student's home department/graduate program as well as the hiring department, if different.
- A. When the student is awarded the assistantship prior to arrival, they will complete an Alien Employment Verification & Tax Form upon check-in at the OIE immediately after arriving in Auburn.
 - B. When the student is awarded the assistantship after arrival in Auburn, they should complete the Alien Employment Verification & Tax Form as soon as possible after receiving the assistantship award letter.
3. Departmental hiring managers need to work with their foreign national assistantship awardees to verify they have a complete employment packet. This includes the following documents:
- Graduate Assistantship Authorization Form (Filled out by the hiring department.)
 - Personal Data Form
 - A-4 or A-4E Form for Alabama Tax withholding
 - Alien Employment Verification & Tax Form
 - I-9 Form with copies of supporting documents attached
 - W-4 Form
 - Copy of Social Security card or proof of application*
 - Direct Deposit Form

The completed packet should be sent to the Provost's Office.

*Note: The Social Security Administration does not allow foreign nationals to apply for a social security number until 10 days after their arrival in the U.S. Timing of their arrival is therefore important to insure the student gets on the payroll early enough to get paid for their first month.

4. The above employment packet is forwarded by the Provost's Office to Human Resources (HR). HR must receive a completed packet **no later than the third day of hire. Failure**

to meet the third day of hire deadline results in two things: (a) Auburn University is not in compliance with Federal requirements regarding employment eligibility documentation, and (b) the student will not be paid in a timely manner. Missed deadlines will result in the student being paid on the next available pay cycle.

5. The required IGAA must arrive in the Graduate School no later than the eighth day of class in order for a student to receive a tuition waiver for a given term, independent of any work authorizations.