



**ON CAMPUS
DEPARTMENTS:
HIRING AN
INTERNATIONAL
STUDENT**

BENEFITS OF HIRING AN INTERNATIONAL STUDENT

- International students bring diversity and introduce new perspectives for problem-solving and approaches to business.
- International students demonstrate outstanding characteristics that are appealing to top employers, such as knowledge of other cultures, multiple language capabilities, and ability to contribute in a team-centered environment.
- International students bring cross-cultural competencies and multiple language skills to your department.
- International students demonstrate outstanding characteristics that are appealing to top employers, such as knowledge of other cultures, multiple language capabilities, and ability to contribute in a team-centered environment.



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1. SELECTION:

After selecting an international student that fits the needs of your department, you may begin the hiring process. The student must have a Social Security number before beginning work.

Please note: In reference to hiring international students, **SBU Medical Center is NOT considered** an on-campus department. The hospital **has a different employer ID number**. If the job is paid by State/Research/ FSA and/or employed through **the School of Medicine or other academic department**, that IS considered on campus. Please contact Visa and Immigration Services if you are uncertain if the job is considered on campus.

2. OBTAINING SOCIAL SECURITY:

If the international student needs a SSN, prepare an offer letter for the student to bring to the Social Security Office. The offer letter should include Supervisor Name, Job Title, Department Name, Duration of Position, Rate of Pay, and Job Responsibilities. An offer letter template is available by contacting VIS. Please note, this process may take a few weeks for the office to complete.



For Social Security Office locations, please visit: <https://secure.ssa.gov/ICON/main.jsp>

3. REQUIRED FORMS:

The student must complete all of the standard I-9 requirements for employment. Along with a completed I-9 form, students must show documents to establish work authorization and identity. All of the required I-9 forms should be submitted to Human Resources. Please allow 1-3 business days for the student to be cleared in the system.

4. APPOINT:

After being cleared, the student is ready to be appointed into a position on SOLAR.

Instructions for appointing a student into a position can be found here:

<https://it.stonybrook.edu/help/kb/appointing-students-into-an-assignment-in-solar>

The student may begin working.

Figure 1: Employers rate the importance of candidate skills/qualities

Skill/Quality	Weighted average rating*
Ability to work in a team structure	4.55
Ability to make decisions and solve problems	4.50
Ability to plan, organize, and prioritize work	4.48
Ability to verbally communicate with persons inside and outside the organization	4.48
Ability to obtain and process information	4.37
Ability to analyze quantitative data	4.25
Technical knowledge related to the job	4.01
Proficiency with computer software programs	3.94
Ability to create and/or edit written reports	3.62
Ability to sell or influence others	3.54

*5-point scale, where 1=Not at all important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important

Source: *Job Outlook 2014*, National Association of Colleges and Employers



CONTACT INFORMATION

For questions regarding International Students, please contact:

Visa and Immigration Services

E-5310, Melville Library

Phone: (631) 632-4685

E-mail: VIS@stonybrook.edu

For questions regarding on campus employment, please contact:

Career Center

W-0550, Melville Library

Phone: (631) 632-6810

E-mail: sbucareercenter@stonybrook.edu

For questions regarding payroll, please contact:

Human Resources, Mary Schoen

390 Administration Building

Phone: (631) 632-6198

E-mail: Mary.Schoen@stonybrook.edu

Additional information for hiring students:

<http://it.stonybrook.edu/help/kb/hiring-students-for-your-department-in-solar>