Student Employment Checklist

OFFICE *of*
GLOBAL ENGAGEMENT
UtahState University™

Name: **Student   A**

Last/Family   First   Middle

Local Address

Number/Street Address

Birth Date:

MM/DD/YYYY

Gender: ☐ Male   ☐ Female

City   State   Postal Code

The following steps need to be conducted BEFORE you are officially eligible to work and receive payment:

Check-in during Orientation (if you already have a job offer/assistantship *and are unable* to come to Orientation, make sure you visit the Office of Global Engagement (OGE) right away upon your arrival.

Register for classes (min: 12 credits *undergraduate* | 9 credits *graduate* | or complete a *Reduced Course Load Form*.

Obtain an Employment Authorization Verification letter and Social Security Number instructions/ direction are available in the OGE.

Apply for on-campus employment through the Student Employment Office, TSC 106.

Graduate students on RAs, GAs, and TAs **do not** *have to do this step.*

YOU MUST HAVE A JOB OR A JOB OFFER BEFORE YOU CAN SEEK A SOCIAL SECURITY NUMBER.

Go to OGE and request to be activated in their SEVIS database (**new students only**).

Apply for a Social Security card immediately, but only after you are assured you are activated in SEVIS.

You must have both Employment Authorization from OGE and job offer letter from Employer to apply.

REQUEST A RECEIPT from the Social Security Office.

Take your **receipt** from the Social Security Office to your hiring department (employer). ***Show your employer this checklist to better help you. Have your employer note especially any/all bolded or italicized items.***

The following steps need to be conducted in order to continue employment after first month:

Wait for your Social Security card to arrive. It usually takes 6-8 weeks, sometimes less.

Take your Social Security card immediately to the department you work for so they can enter your new Social Security number into Banner. If this is not done, Human Resources can terminate your position.

When you obtain your Employment Authorization Verification letter (EAV) from OGE, you will be given additional directions on applying for a Social Security Number.

I have read and understood the information presented to me and have been given the opportunity to ask additional questions.

Student Signature _____ Date _____ January 2015

For Students in Single Housing

Main Housing Office
1295 E. 100 N.
Logan, UT 84321

Please do not put the name of the Hall in your address information for Social Security, as the post office will not deliver it.

Name of Hall	Address	Name of Hall	Address
Snow Hall	[Your Name] 1305 East 1000 North Apt # Logan, UT 84321	Richards Hall	[Your Name] Apt# Richards Hall Logan, UT 84321
Davis Hall	[Your Name] 1235 East 1000 North Apt # Logan, UT 84321	Bullen Hall	[Your Name] Apt# Bullen Hall Logan, UT 84321
Jones Hall	[Your Name] 1215 East 1000 North Apt # Logan, UT 84321	LLC	[Your Name] Apt # 0199 Old Main Hill Logan, UT 84321
Morgan Hall	[Your Name] 1255 East 1000 North Apt # Logan, UT 84321	Merrill Hall	[Your Name] Apt # Merrill Hall Logan, UT 84321
Rich Hall	[Your Name] 1275 East 1000 North Apt # Logan, UT 84321	Moen Hall	[Your Name] Apt # Moen Hall Logan, UT 84321
Summit Hall	[Your Name] 1379 East 1000 North Apt # Logan, UT 84321	Greaves Hall	[Your Name] Apt # Greaves Hall Logan, UT 84321
Wasatch Hall	[Your Name] 1345 East 1000 North Apt # Logan, UT 84321	Reeder Hall	[Your Name] Apt# Reeder Hall Logan, UT 84321
San Juan Hall	[Your Name] 1359 East 1000 North Apt # Logan, UT 84321		
Mountain View Tower	[Your Name] 8+Room # Mountain View Tower Logan, UT 84321		
Valley View Tower	[Your Name] 7+Room # Valley View Tower Logan, UT 84321		

P.S. Again, please do not put the name of the Hall in your address information.