



New International Employees

Welcome to the University of Idaho, we are excited to have you working with us! Before starting any work, please follow the steps below:

Step #1 - Check in with International Programs Office (IPO)

- Check in with IPO to receive your **ORIGINAL** International Employment Authorization Documents
Please note that Human Resources cannot accept copies of any documents, they **must examine the original, unexpired document(s) with wet signatures** per Federal Regulation

International Programs Office

ipo@uidaho.edu 208-885-8984

901 Paradise Creek St LLC Bldg #3 Moscow, Idaho 83844

Step #2 - Social Security Number (SSN) Card Application

If you do not yet have a Social Security Number, you will need to follow the steps below, if you do have a Social Security Number, skip to **Step #3**:

Individuals who have not yet applied for their SSN are still able to complete their I-9 in HR and begin working until their application appointment

- The SSN Card Application process includes an **in-person visit**, please work with IPO or contact the Social Security Administration (SSA) Office to schedule your SSN Card Application appointment
 - Social Security Administration
1-877-405-9796
1617 19th Avenue, Lewiston, Idaho 83501
- After the SSN Card Application appointment, you will be provided with your SSN Card Application Letter (receipt). You are required to bring this to HR. Once you have received your Social Security Card (SSC) in the mail, bring it to HR at your earliest convenience to finalize your documents

Step #3 - Complete I-9 & Additional Required Paperwork at Human Resources (HR)

- You must visit Human Resources **on or before** your first day of work to complete your I-9 and the additional required paperwork in order to be authorized to begin working in your position
 - Items Needed:
 - Background Check must be completed and come back as "Satisfactory" (if one is required for your position)
 - Official Start Date
 - The **acceptable forms of identification** required to complete the I-9
- **Please note that you are not authorized to perform any work (including meeting, trainings, orientations, etc.) until your I-9 has been completed and you have been issued a Work Authorization Card from HR***
- After the completion of your new employee paperwork:
 - Student/temp employees and temp faculty will receive a Work Authorization Card- show this to your supervisor or department
 - An email will be sent out for board appointed employees that goes to the supervisor, VandalCard Office and to Parking and Transportation

Step #4 – Foreign National Information System (FNIS)- Tax Setup

- 2-3 business days after the completion of your I-9, you will receive an email from hrintl@uidaho.edu. Use the New International Employee Tax handout from HR to submit your information
Please note this is mandatory and must be completed for you to get paid
- Visit HR to sign your tax documents once you receive the email notification your documents are ready