



## LPO Sign-Up for Student Assistants: International Students

Prior to visiting the LPO for sign up, the student should:

1. Visit the Office of International Student and Scholar Services (OISSS)

Note: The student will need to take a copy of the completed Student Employment Application as proof of hire. A supervisor will need to complete the Conditions of Employment section on page 2 of the Student Assistant Application.

2. Have a Social Security number or Temporary number assigned by the Office of International Student and Scholar Services (OISSS)
3. Provide an unexpired foreign passport, the I94 admission record (<https://i94.cbp.dhs.gov/I94/request.html>) and the I20 form (from the OISSS)

Once the student has visited the OISSS to obtain the proper documents to be added to payroll, the student will need to visit the Library Personnel Office to complete sign-up paperwork. All documents issued by OISSS should be brought to the Library Personnel Office, as well as: passport documents, visas, and the Student Assistant Application.

All International Students are required to immediately apply for a permanent Social Security Number. Once a permanent Social Security Number is issued by the Social Security Administration, the Student Assistant will need to provide the Library Personnel Office with the Social Security Card for verification.