



LPO Sign-Up for Research Assistants: International Students

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

1. Have ready an unexpired foreign passport, the I94 admission record (<https://i94.cbp.dhs.gov/I94/request.html>) and the I20 form

Note: The I20 form is issued by the Office of International Student and Scholar Services (OISSS)

2. Receive permission from OISSS and their academic department to accept the Research Assistant position.

Once the student has visited the OISSS to obtain the proper documents to be added to payroll, the student will need to set up an appointment with 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: foreign passport, the I94 admission record and the I-20 form.

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 Research Assistant will need to provide the Library Personnel Office with the Social Security Card for verification.