



INTERNATIONAL STUDENT – EMPLOYMENT PROCESS

1. Find a job on campus.
 - Talk to professors, department heads, and your friends
 - Check the job listing posted on the web site at: <http://www.asbury.edu/offices/human-resources/jobs/student>.
2. After you are hired, **but before you begin working**, come to the Human Resource (HR) Office (2nd floor Hager Administration Building, Room 208).
 - You will need to fill out W-4, K-4, and I-9 forms. For the I-9 form you will need to bring your Passport & I-94 form, which can be found at <https://i94.cbp.dhs.gov/I94/#/home#section>.
3. HR will give you a “Social Security Card Documentation” form at this time. Your supervisor will need to complete the appropriate section on this form.
4. Take the completed “Social Security Card Documentation” form to the Rader Student Center for:
 - a signature by a Designated School Official (**Carolyn Hampton, room 218**)
 - a letter stating that you are in good standing with the University
5. Take the signed form and letter along with your passport and I-20 to the address below. Make sure you get verification (receipt) from the Social Security Office showing that you have applied for your card and bring it to the Human Resources Office.

Social Security Office
2241 Buena Vista Road, Suite 101, Lexington, KY 40505
Office phone number: 1-866-530-7754

Current Social Security Office hours:

- Monday through Friday: 9am – 4pm
6. When your Social Security card arrives in the mail, bring it to HR.
 7. Then take your Social Security Card to Registrar Office (1st Floor Hager Administration building).
 8. Once this is all completed, HR will help you get set up in Paychex, our payroll vendor.
 9. You may begin working after you have provided this receipt of application to the HR Office.