

# GRADUATE ASSISTANT NEW HIRE CHECKLIST INTERNATIONAL STUDENTS

**Please note, the items listed below must be completed before your start date.** Completion of these items after late July could cause a delay in receiving your first paycheck. You will receive your tuition disbursement approximately five (5) weeks after you complete the necessary items.

## **I. Items to be completed with HR Region B before GA can start:**

- Sign Letter of Offer.
- Complete Background Check online within 72 Hours of receiving email. **Background Check must clear through HR Region *before you may begin your Appointment* (takes approximately 10-21 days to process).**
- Make an appointment with Talent Management Coordinator to turn in completed New Hire Paperwork (see attachment in email):
  - Employee Data Sheet
  - Federal W-4
  - MI W-4
  - City of Detroit Tax Form
  - OEO Disabled Persons and US Veterans Voluntary Survey
  - GEOC Union Form (GTA's and GSA's Only)
  - Certificate of Relevancy (GSA's Only)
- Prior to your start date** – Complete Part I of I-9 online via [www.newi9.com](http://www.newi9.com) (**Complete only if you have an SSN Card**), WSU Code: 12436.
- Bring Identification and Immigration Documents in to Talent Management Coordinator.
- Work Authorization.

## **II. Items to be completed with Office of International Students & Scholars (OISS) before GA can start:**

- You must go to the OISS Office (42 W. Warren, Suite 416 Welcome Center) first or the processing of other documents will be delayed** (<http://oiss.wayne.edu/new-students/check-in.php>).
- Pay for AIG Educational Markets Health Insurance prior to check-In (<http://www.studentinsurance.com/schools/mi/wayne>).
- Complete TB Testing at the Campus Health Center.
- Get SSN Letter from OISS and Apply for SSN Card at the Social Security Office (if needed). Please note you must wait at least 10 days after entering the U.S. before submitting a social security card application.

## **III. Items to be completed independently:**

- Enroll in classes by the add/drop date.
  - Must be enrolled in a minimum of 6 credits.
  - You may enroll in classes before you get your social security number.
- Turn in Benefit's Paperwork (optional) to Total Compensation and Wellness, 5700 Cass Avenue, Suite 3638 A/AB or fax to 313-577-0637. **This item needs to be completed within 30 days of start date.**