

F-1 CPT or OPT Faculty or Staff New Hire

These positions include Visiting Professors/Instructors/Lecturers, Post-Doctoral Research positions. This also includes F-1 with CPT or OPT for paid staff positions. An Immigration Status Memo should be completed as part of the on-campus interview protocol as dictated by the Hiring Toolkit from the Provost's Office, which will identify these individuals prior to their arrival to begin employment.

1. The position is posted in Cornerstone and follows the guidelines in the Hiring Toolkit.
2. The Immigration Status Memo is completed by International Student and Scholar Services (ISSS). This process should be started once the final candidates are identified for campus visits. To initiate this step, complete this [FORM](#).
3. Contact the Export Control Officer (ECO) at exportcontrol@usm.edu as soon as the need is identified to complete the export control compliance process.
4. Offer is made to the potential employee via offer letter.
5. Request for background check (BGC) is submitted through Cornerstone, and the Personnel Action Form (PAF) is sent to HR. HR recommends that this process begin at least one month prior to the start date. This allows time for the BGC and paperwork to be completed, to ensure access to SOAR, email, and Canvas for the instructors.
6. HR then submits the request for a BGC to RedTail and an email is then sent to potential faculty for completion. Communication with your potential faculty is vital to ensure they know to check their email for this process. [Redtail Information Sheet](#)
7. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days but could potentially take longer.
8. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department on the clearance.
 - a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed and if the start date needs to be updated.
9. New hire will report to International Student and Scholar Services (ISSS) for check-in with passport, visa documents (I-20), Employment Authorization Card (EAD), and any dependent family member information (passport and supporting documents), if applicable
 - a. New hires will fill out:
 - Contact Information Sheet
 - Foreign National Information Form
 - b. Submit passport, visa documents, EAD, and any dependent family member documents to have copies made for file
 - c. ISSS will print two copies of I-94, one for file and one for new hire and dependents, if applicable
 - d. All documents will be scanned and uploaded to ImageNow under the new hire's EmplID/Record
 - e. All pertinent data will be entered into the appropriate panels in SOAR by ISSS

10. ISSS can assist with the application for a Social Security Number (SSN) with the Social Security Administration Office (SSA) if needed at this time.--- Note: most will have SSN already; but, in few instances, SSN processing will need to be completed
11. Once the employee has a Social Security Card or the receipt of an application for the SSN, the employee will make an International Paperwork appointment with Human Resources to complete new hire paperwork and taxes. [Make an Appointment](#)
12. The new hire brings the following documents to HR:
 - a. Social Security Card or receipt of an application for a Social Security Number
 - b. I9 verification documents—
 - i. Unexpired foreign passport with unexpired I-94 and containing an endorsement of the foreign national's nonimmigrant status, if that status authorizes the foreign national to work for the employer
 - ii. Unexpired employment authorization documents issued by USCIS (Form I-766, I-688, I-688A, I-688B)
 - c. Direct Deposit information
13. Employee Clearance Memo is sent to HR via International Student and Scholar Services (ISSS).
14. Once all paperwork has been submitted, HR will complete the data entry, notify the hiring department, and send the employee's ID Form.
15. The hiring unit should then escort the new hire to the Imaging Center to obtain the ID
****Last step if an application for SSN was not necessary****
16. Once the employee receives their SSN, they should schedule an International Paperwork appointment with HR and their SSN with them to complete their hiring paperwork. [Make an Appointment](#).
*****Last step if an application for SSN was necessary*****