

**International students (F-1/J-1):** Check-in is **required** with International Services (IS) for all new international students and takes place in the Kiran C.Patel Center for Global Solutions (CGS) 101. A schedule of check-in times is communicated prior to the start of every semester. Once the student has completed check-in and all immigration documents have been verified, the student will receive a letter which they can then take to the local Social Security Administration office to apply for a card after the student has been in the United States for ten (10) days. Once this is completed, the student will receive a receipt letter from the Social Security Administration which can then be taken, along with all required work authorization documents, to Human Resources for RightStart@USF. At RightStart, the student will complete their new hire paperwork, required to get processed in the GEMS system and on payroll. Please note that students holding a J-1 visa are also required to have a work authorization letter from IS.

**International Scholars (J-1):** Check-in is required with IS for all new J-1 scholars and takes place in International Services (CGS) 101. Scholars may check-in at any time without an appointment. After all immigration documents have been verified, scholars who will be paid by the university will receive a letter which they can take to the local Social Security Administration office to apply for a card (after the scholar has been in the U.S. for ten days). Once this is completed, the scholar will receive a receipt letter from the Social Security Administration which can then be taken, along with all required work authorization documents, to Human Resources for RightStart in order to complete new hire paperwork.

Foreign National employees with another visa status (TN, H1-B) should have met all work authorization requirements prior to coming to RightStart.

If an international employee comes to RightStart without a receipt letter from the Social Security Administration, and they do not have a Social Security card or their documents are not complete, they will be given a Memo to return to IS until such time as they have all required documents. Once the employee has been entered into GEMS, they will receive a temporary ID number. This ID number will allow international students to apply for Student Health Insurance. Note: the State of Florida mandates that all international students must have health insurance by the fifth day of classes. For more information, contact the [Student Health Services](#) Insurance office.

As soon as the employee receives his/her permanent Social Security card (which should take no more than three months) he/she should bring that card to University Payroll (SVC 0077) so that their temporary ID number can be updated in the system with the employee's permanent Social Security number.