

Below are the steps you will need to follow to complete your employment paperwork if you will be a **Graduate Assistant, Teaching Assistant, or Resident Assistant**:

1. Bring your offer letter to the ISO with a copy of your passport, visa, I-94 printout and I-20.
2. You will complete the On Campus Employment Authorization Form and the ISO will provide you with an endorsed letter for the Social Security office.
3. Take your passport, I-94 card, visa, I-20 and endorsed Social Security letter to the Social Security Administration to apply for your Social Security number.
4. When you receive the social security number: email that you have received the social security number to Human Resources at employment@wku.edu.
5. You will receive an email from employment@wku.edu asking permission to do a background check on you. You **MUST RESPOND TO THIS EMAIL**. By responding, you are giving consent to the background check.
6. You will also receive a second email from employment@wku.edu with a link to complete an electronic I-9 form. Human Resources will help you complete this form. They will email you to set up an appointment. Please wait for them to email you. You will not be able to expedite the process simply by going to their offices.
7. Bring your passport, visa, I-94 printout, I-20 and Social Security Card to the appointment.
8. At the appointment you will also meet with David Lewis, WKU Tax Compliance Officer.
9. **You may not begin work until you are cleared and approved by the Human Resources Office.**