Columbia
COLLEGE CHICAGO | Career Center

International Student
Employee Checklist

— **Schedule** an [International Student New Hire Consultation appointment](#) with the Career Center through Handshake

— **Request** a [verification letter](#) from International Student and Scholar Services (ISSS)

— The Career Center will e-mail the second verification letter

— **To apply** for a Social Security Card, contact your local [Social Security Administration office](#) for an appointment

  The following items will be needed:
  Verification Letters from Career Center and ISSS
  Passport
  I-20 form
  I-94 form

— **To begin working**, e-mail Social Security receipt to studentemployment@colum.edu

— **To be paid**, schedule a [Final International Student New Hire Process appointment](#) with the Career Center through Handshake

  The following items will be needed:
  Passport
  I-20 Form
  I-94 Form
  Social Security Card

PLEASE NOTE: YOU ARE NOT ALLOWED TO START WORK UNTIL YOUR SOCIAL SECURITY RECEIPT IS RECEIVED