



**SAN JOSÉ STATE
UNIVERSITY**

**Charles W. Davidson
College of Engineering**

**Computer Engineering
Department**

One Washington Square
San José, California 95192-0180
Voice: 408-924-4150
Fax: 408-924-4153
www.engr.sjsu.edu/cmpe

July 2, 2021

Dear Mr./Ms. Jimin Song,

We are pleased to offer you the position of Student Assistant (SA) under James Wu with the CMPE Department at San Jose State University (EIN 77-0414438). Your start date is 07/06/2021 but is contingent upon completing the hiring process with University Personnel (UP) and sending me email verification prior to your start date. **You may not start employment without verification under any circumstances.**

Prior to your first day of employment you must [click here](#) to complete required new hire documents and to review the University policies. Once you have completed the forms, you will need to send an email to University Personnel at university-personnel@sjsu.edu to initiate the I-9 process. A representative from their Administrative Services team will reach out to you shortly after receipt of your email to start verification of identity and employment authorization. Once your identity and employment authorization have been verified with Tracker I-9, you will receive an email with the effective date from which you are eligible to start work. Please forward that email to me once you have received it. I am not able to complete your hiring process, and you cannot start work, until I have received that forwarded email from you.

Please note that if you are an "alien authorized to work" in the United States ("Non-Resident Alien"), you will be required to present the following documents for tax processing purposes:

***Passport**

***Visa**

***I-94**

***I-20**

Your appointment as a SA (Student Assistant) will be part-time, not to exceed 20 hours per week, in all concurrent jobs, during an academic term. This appointment is subject to renewal and carries no commitment of permanent status. Your compensation will be \$15.45 per hour.

If you have any questions, please feel free to contact me.

Sincerely,



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Melissa M.

ASC II

Computer Engineering / San Jose State University

408.924.4105