

## Compro Job Offers

### Step 1: Receive your offer

- Refer to the "Evaluating Your Offer" section in the workbook
- Read the offer carefully, all the way through
- Check for red flags such as monetary fines
- DO NOT accept or sign the offer yet and do not complete any onboarding paperwork from the employer
- Email the offer to [computercareers@miu.edu](mailto:computercareers@miu.edu); be sure to include the offer letter, your phone number and the last four digits of your student ID

### Step 2: Work with your assigned Career Center processor

- Your processor will set up a time to review the offer and discuss the onboarding process which is all online
- You will receive your I-20 when the onboarding process is complete (in about 2-3 business days)
- NOW you can accept the offer and begin the onboarding paperwork from the employer!
- IMPORTANT: DO NOT sign the I-9 until you receive the I-20
- Review, sign and return the MIU onboarding emails from your processor; look for the links to instructional webpages to complete the W4 and I-9 forms

### Step 3: Complete the bank loan

- Your processor will send you a summary of your MIU finances (student account balance, health insurance pre-payment, and room and board charges) and loan terms (monthly payment and number of months)
- Review and approve the loan terms email
- Complete the online DocuSign loan process from MidWestOne bank

### Step 4: Receive your work authorization

- Your processor will copy you on an email to your employer requesting a Cooperative Agreement
- Once the Cooperative Agreement is received AND your bank loan is complete, the I-20 will be issued
- An email will be sent to you and your employer with a copy of the I-20 and Social Security tax exemption letter
- A separate email will be sent to you with the original I-20. Keep ALL I-20s issued to you!
- The start dates on your I-20 and I-9 must match exactly

### Other Notes

- If there is a change in your start date, immediately email [computercareers@miu.edu](mailto:computercareers@miu.edu) BEFORE you start working. A new I-20 will be issued
- If your client assignment changes, email [computercareers@miu.edu](mailto:computercareers@miu.edu) and a new I-20 will be issued
- If you are interested in changing employers AFTER 12 months of working, contact [computercareers@miu.edu](mailto:computercareers@miu.edu) at least 7 days BEFORE starting the job search