

WELLESLEY COLLEGE

International Student Instructions For On-Campus Employment & Tax Compliance

International students in non-immigrant status (F-1, J-1, etc.) who will be working on campus or will be receiving a scholarship or financial aid must complete the following steps to be taxed appropriately and paid. Students will only need to complete this process once, even if they are employed in multiple on-campus jobs at various times throughout their time at Wellesley.

ON-CAMPUS EMPLOYMENT

In order to be employed on-campus, international students must find an on-campus job, have a social security number, or apply for a social security number, and complete the required paperwork. Students who are receiving “Wellesley Work” as part of their financial aid process will be given priority. This process will be easy if you follow these steps:

1. **Find an On-Campus Job:** You can go to the Student Employment website at <https://wellesley.studentemploy.net.ngwebsolutions.com/> to look for on-campus job postings and apply on-line. You will need to set up a password to log-in in order to apply for jobs on-line and sign up for “JobMail” to receive automatic emails when jobs are listed as available. In addition, many students find jobs informally through contacts with Faculty members or administrators.

2. Social Security Number

If you **do have** a social security number skip to this step and go to steps 3 and 4

If you **do not have a social security number** you must:

☐ Complete an On-Campus Employment Form

Forms are available at the Slater International Center and on our website at www.wellesley.edu/SICSS/ in the Forms and Resources section. Section I of this form must be completed by your prospective supervisor and section II must be completed by your International Student & Scholar Advisor (ISSA). This form must be completed BEFORE you begin your employment.

☐ Apply for a Social Security Number

Instructions on “How to Obtain a Social Security Number” and Social Security Number Applications are available at the **Slater International Center**. It is highly recommended that you apply for a social security number BEFORE you begin your employment.

3. Complete the Employment Eligibility Verification Form I-9

This form must be completed in-person at the Student Employment Office. You will need to have proof of identity and citizenship with you to complete the form. You may want to bring your Passport, Form I-20, and Form I-94 to comply with some of these requirements. A social security number will also be required to fully complete this form.



If you do not have a social security number, you can fill in as much information as possible and you will then have 30 days from the date on your Form I-9 to report back to the Student Employment Office with your social security number. You must go in person to the Student Employment Office to complete your Form I-9 information.

These forms can be completed in the Student Financial Services Office in Green Hall, Rm. 436, Monday through Friday, 8:30 am to 4:30 pm.

4. **Complete the Direct Deposit Form**

The Wellesley Payroll Office requires direct deposit for paychecks. This can be set up at any bank in the United States. This form is available at

<http://www.wellesley.edu/Controller/DirectDepositForm.doc>

If you do not complete all of this required paperwork and submit your social security number **within 30 days from the date on your Form I-9**, you may not be taxed at the appropriate rate and/or you may be asked to terminate your employment until you can report your social security number.

COMPLYING WITH U.S. TAX LAWS

All students who are earning income and/or receiving a scholarship or financial aid must comply with U.S. tax regulations. The College can assist you with this process by gathering some relevant information about your citizenship and your immigration status in the U.S., taxing you at the appropriate rate, and guiding you through the tax process. Please follow these steps:

1. **Complete the Tax Information Questionnaire**

The College uses an on-line system, FINIS to determine your U.S. taxation status. You must complete the FINIS on-line questionnaire and submit it to the Controller's Office. Once you have submitted this questionnaire you will need to schedule a meeting with a member of the Controller's Office to review and verify your information.

2. **File a Tax Return**

By April 15th of every year you will have to file a tax return. The Slater International Center can provide you with some basic information on non-immigrant taxation and access to a **tax software (CINTAX)** that you can use to prepare your tax return.

All international students need to complete at least one tax form, Form 8843, and many will need to complete a Form 1040NR-EZ.

For those of you who have been employed on campus, the College will mail you a Form **W-2** by the **end of January** which shows the total amount money that you earned at Wellesley College and for those of you with a scholarship or financial aid, the College will mail you a **Form 1042-S** by **March 15th** which shows the amount of your financial aid or grants you received from the college. These forms will be sent to your campus address and you will need them to complete your tax return.

If you have any questions about this process you may contact Karen Zuffante Pabon, International Student & Scholar Advisor at x2082, kpabon@wellesley.edu, Laura Till, Student Financial Services at x2360, stuemp@wellesley.edu, or Dorothy Koulalis, Controller's Office at x2469, dkoulali@wellesley.edu