



Congratulations on getting your on-campus job

# NOW WHAT?

University of   
CINCINNATI | INTERNATIONAL

After you've received an offer for an on-campus job and have accepted the position, you will need to work with Human Resources and UC International to complete the job acceptance process. This document outlines this process.

## 1. Wait for Processing



Your department will need approximately **1-2 weeks** to process your hiring. You should not begin work during this time.

After about two weeks have passed, you will receive the "Welcome to UC" email from Human Resources. This email is important and requires you to take action, so make sure you read it and follow the instructions.

## 2. Complete the online forms



In the "Welcome to UC" email, there will be a link to forms you must complete. You will need information from your I-20, I-94, and Passport to fill out the forms.

**Note that to access these forms, you must be in the U.S.**

### *Biographical Information*

First, you will fill in basic biographical information, including your name, address, and phone number. If you do not have a Social Security Number (SSN), you need to mark that you will apply for one.

**Name:** Fill in your name as it appears on your passport. Note: If you have only one name, put it in the "Surname" field, and write "N/A" in the "Given Name" field.

**Address:** A typical U.S. address is written in the following format:

Joe Bearcat  
1234 Bearcat Way, Apt.1  
Cincinnati, Ohio 45219

You don't need to write the name of your apartment or dormitory, but you should include your apartment number (with a comma in between your street address and apartment number).

### *I-9 Form*

You are not required to provide your email and telephone number on this form, but it may be a good idea in case someone needs to contact you. Students commonly are confused by which options (below) to choose, so we have included the appropriate answers:

A citizen of the United States  
A noncitizen national of the United States  
A lawful permanent resident

**An alien allowed to work until: [the program end date on your I-20 or DS-2019]**

**Visa Type:** [Example] F-1 student

**Choose:** List A – Foreign passport with a Form I-94 and I-20/I-766

**Did you need a "Preparer or Translator":** No

Select this response!

### Tax Form

Common questions and answers on this form include:

- **Are you married or single? (choose single even if you're married)**
- **Number of allowances:** [We suggest you write "0"]
- **Additional amount, if any, you want withheld from each paycheck:** "0"
- **Are you exempt from taxes:** No [you are not exempt]

Next, you will review the following policies and regulations by clicking the appropriate link to make them pop up:

- Form SSA-1945
- The Ohio Ethics Law and Related Statuses Acknowledgement
- Acknowledgement of Receipt of Auditor of State Fraud Reporting System Information



### 3. Submit a request for an Onboarding Appointment in iBearsGlobal

After you've finished your online forms, you need to login to iBearsGlobal to complete the employment eform. You will either complete "Employment Onboarding Request: Receiving a UC Paycheck" or "On-campus Employment Request: Non-UC Employee." Read more about

each form below to determine which fits your situation.

*"Employment Onboarding Request: Receiving a UC Paycheck"*

You should complete this form if your job is with a UC Department. If you are "Receiving a UC Paycheck," your title will be either "Student Worker" or "Graduate Assistant." This job may be on the Main Campus (West) or the Medical Campus (East), or at any of the Branch Campuses. Examples of position placements include: Student Affairs, The Learning Assistance Center, The Libraries, or UC Information Technology.

*"On-campus Employment Request: Non-UC Employee"*

Non-UC Employee jobs include any of the restaurants on Main Campus or Medical Campus, or the bookstore. Examples include: Subway, Starbucks, or the Bearcat Lounge (Kingsgate Hotel).



### 4. Wait to receive an email confirming your appointment request

After you have submitted your appropriate form in iBearsGlobal, and UC International has processed your request, you will receive an email to set up an appointment with the HR Coordinator at UC International.



## 5. Call UC International to make an appointment

To set up your onboarding appointment at UC International, call **(513) 556-4278**. Be sure to call for an appointment right away.



## 6. Collect the required documents for your appointment

Before your appointment, collect your I-94 Form, I-20 or DS-2019, Passport, Visa, and SSN (if you have one). You'll need to bring these to your appointment. You'll also need to print and complete the [Social Security Application](#) and the [OPERS Retirement Exemption Form](#) before your appointment. Make sure you remember your Success Factors password because you will need it.



## 7. Arrive on time for your appointment

Please show up on time at UC International (One Edwards, Suite 7148 on the seventh floor). At your appointment you can expect the following:

- Meet with the HR Coordinator who will copy and review your documents
- Review and complete Success Factors
- Review your Social Security Card application and OPERS form
- Receive an authorization letter to present to the Social Security Office
- Receive directions to the Social Security Office
- Receive instructions on how to activate Direct Deposit
- Receive information on how to submit the Tax Analysis eform

The process is now complete.

# ENJOY YOUR NEW JOB!

Note: After onboarding at UC International, you may start work on your start date, even if you haven't received your SSN yet. Normally, the SSN takes approximately 10 days (after applying) to arrive at your home. **After you receive your SSN, you must make a copy then bring the original and the copy to the front desk at UC International (One Edwards, Suite 7148).**