



University Process Improvement International Student Appointments

The International Student appointment team goals was to create better communications for all those involved with the hiring of International students including information on federal requirements and regulations, timelines to meet those requirements and how those relate to university deadlines for the first day worked and payroll.

New Webpage:

- Centralized resources for incoming students
- Hiring Process for international students.

Guidelines and Procedures:

- Developed an International Student Appointment Guide.
- Provides important dates and timelines.
- Federal requirements for hiring Graduate Assistant.
- Created 'Checklist' for departments to follow to ensure consistence in process.
- Created a Qualtrics survey form for departments to complete with the award information that will notify the International office, eliminating paper.

Social Security office to attend the fall and spring International Student Orientation:

- International Office created an agreement with a local social security office to attend International Student Spring Orientation.
- Student have the ability to begin the social security request process.

Shared Services:

- Shared Services representative will attend Fall and Spring International Student Orientation to provide awareness on the I-9 process.

Metrics:

- Streamlining the form process eliminates time wasted between emails, phone communications and emailing forms back and forth between University Counsel and the departmental originators.
- University Counsel time saving estimated = 100 hours annually.