

# GRADUATE ASSISTANTSHIP

## PROCESS FOR INTERNATIONAL STUDENTS ON F-1 VISA

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Congratulations on receiving an offer for a graduate assistantship! It is an honor to be selected, as these positions are highly competitive and few in numbers.

The process for full appointment to an assistantship is lengthy for international students who are on a visa. This list shows you what you need to accomplish each step of the way. You should follow these steps in order.

1. Once you obtain your visa and make your travel arrangement to the US, you should contact Caren in The Graduate School and Adrienne in the Office of Global Engagement to let them know when you are arriving.
2. There is a deadline for you to arrive in the United States. For the Fall 2022 semester that date is September 13, 2022. If you are unable to arrive by that date, you will need to postpone the start of your program. You should also email Caren and Adrienne if this occurs.
3. Once you arrive, you must be in the United States for 10 days before requesting an appointment for a Social Security Number\*. You must first do your Immigration Check-In through Montclair State University, [MyGlobal Portal](#). Once completed the Office of Global Engagement (OGE) will provide you with a letter that allows you to request an appointment at a Social Security office. You must have the original letter provided by OGE to go to the Social Security Office. **Do not go without that letter.** This letter can take 5-10 business days to process. Please plan accordingly. It can take up to 4 weeks to receive an appointment date. Once you have a date for Social Security, write to [HR@montclair.edu](mailto:HR@montclair.edu). You must request an appointment to complete your I-9 verification\*\*. Make the appointment for the day after your Social Security office appointment.
4. On the date of your appointment, the Social Security office will give you a letter. This letter states that your Social Security Number is in process, but you do not yet have a number.
5. This letter will allow you to go to Montclair State University Human Resources to complete your I-9 verification. Anyone who works in New Jersey must complete this process. When the verification is complete, they will email Caren with confirmation.
6. You may begin working once you have I-9 verification. However, your stipend will not be paid until after step 8.
7. When you receive your Social Security card in the mail, you must provide that number to Caren, by phone call or in person. For security purposes, we do not recommend that you send it via email. You must also visit Human Resources, in person, with your actual Social Security card.
8. Once this is complete, Caren will complete your hiring process and set up your stipend to be paid. You can review the dates at our [Current Assistants](#) page.
9. Contracts for your assistantship are to begin on September 1. If your I-9 verification is delayed more than 2 weeks after that date, The Graduate School may need to adjust your offer by reducing your stipend and/or credits of tuition remission.

\*Social Security Number: Anyone working in the United States must have this identification to be paid.

\*\* I-9 Verification: This is a process that the Human Resources performs to confirm your identity. Please refer to this link for further information: <https://www.montclair.edu/human-resources/new-employees/i-9-employment-verification/>

## **Tax Information for Student Employees**

### **Social Security Number**

A Social Security Number (SSN) is used by employers and employees for the purpose of reporting individual employee earnings for tax purposes. The SSN is valid for life, so you only need to apply once. The temporary number assigned by Montclair to new international students and scholars (e.g., 900-00-0000) is NOT an SSN.

### **U.S. Income Tax System Basics**

- The U.S. tax system is a pay-as-you go system in that there are usually automatic tax withholdings from your paycheck, stipend or financial aid.
- This amount is estimated based on information you provided in your W-4 or other tax documents as well as your tax filing status and possibly your residency.
- This means that your available income may be reduced by tax withholdings. Look carefully at your first Montclair paycheck to make sure the amount of taxes withheld is accurate.
- The Internal Revenue Service, usually referred to as the IRS, is the name of the U.S. tax collection agency.

### **Form W-4**

- The W-4 allowances you claim determine the federal and state taxes that are withheld from your gross pay each pay period.
- All new employees are required to complete a form W-4. If one is not submitted, the IRS requires taxes to be withheld at the rate of "Single" marital status with no other adjustments until a form W-4 is completed.
- IRS links are included below to assist in choosing the best withholding options for your specific needs. Payroll cannot offer advice on what options an employee should choose. All employees are responsible for their individual withholdings.

## IRS Information

- To determine the correct number of allowances you should claim on form W-4, complete the [Tax Withholding Estimator](#) provided by the IRS.
- To view a copy of the new W4 form, please click: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- For a list of Frequently Asked Questions, please visit the IRS website at: <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

## Resources

*Tax information.* – Office Of Global Engagement - Montclair State University. Retrieved April 6, 2022, from <https://www.montclair.edu/global/other-resources/tax-information/>

*U.S. taxes.* Office of International Students & Scholars. (2022, March 1). Retrieved April 6, 2022, from <https://oiss.yale.edu/employment-taxes/us-taxes>

## How to update in Workday

Employee Self Service

Update Federal Withholding Elections

1. From your homepage, click on the “Pay” worklet.
2. Click on “Withholding Elections” in the “Actions” section.
3. Click on the “Update” button at the bottom of the page.
4. Enter the effective date of the change and click “OK” at the bottom of the page.
5. Update your elections and click “OK” at the bottom of the page.