

## **INSTRUCTIONS FOR COMPLETING HUMAN RESOURCES FORMS FOR INTERNATIONAL STUDENT WORKERS**

### **Employment Eligibility Verification (Form I-9)**

1. The student should complete Section 1 completely.
2. The department is to complete Section 2 completely. The document name, number, and expiration date, if applicable, should be written by the supervisor on the I-9 form under the List B and List C headings. A complete list of acceptable documents is on Page 3 of the I-9 form.
3. Copies of documents used from List A, B or C must be attached.
4. Both the student and the supervisor must sign the I-9 form.

*(This form is required by the Federal Government)*

### **Federal Employee's Withholding Allowance Certificate (Form W-4)**

1. When completing the W-4, non-resident aliens must claim Single or Married, but withhold at a higher single rate.
2. Non-resident aliens must claim only one (1) withholding allowance; and claim an additional withholding amount of \$33.10.
3. Only the bottom half of this form must be completed by the student.
4. Be sure to sign and date your W-4.

*(This form is required by the Federal Government)*

### **State of Louisiana Withholding Certificate (Form L-4)**

1. Only the bottom half of this form must be completed by the student.
2. Be sure to sign and date your L-4.

*(This form is required by the Federal Government)*

### **State of Louisiana Drug-Free Workplace Policy**

1. Sign and date to indicate you understand the drug-free policy.
2. A copy of the policy is provided for you.

### **Recoupment of Overpayments Policy**

1. Sign and date to indicate you understand the recoupment of overpayments policy.
2. A copy of the policy is provided for you.

### **Student Worker (03 State) Request**

1. Supervisors choose all appropriate term(s) the students will be working for the current academic year.  
**Example: If the student will be employed Fall 2015 and Spring 2016, the supervisor will check Fall & Spring on the (03 State) Request. A new form will not be needed for the Spring. If the student will only work in the Fall, the supervisor should check Fall.**
2. Supervisor print, sign and date to indicate you understand the requirements for hiring a student employee referred in the Student Employment Manual.
3. Student sign and date to indicate you understand the requirements referred in the Student Employment Manual.

### **A Copy Must Be Attached**

1. I-20
2. Passport
3. Visa