Sam Fox School Student Employment Instructions
New Hire AND Returning Student Employees

No One Is Permitted To Start Work Until You Have Been Assigned A Start Date By Your HR Representative

All instructions and forms can be found on the Sam Fox School website under Current Students/Student Resources.

U.S. Citizens and Permanent Residents

Have you worked for the Sam Fox School or the University before?

Yes – See Section A
No – See Section B

A. Returning Student Employees

1. Complete the Sam Fox School Student Employment Authorization Form.

2. Submit the Employment Authorization Form and Valid Identification to either Sandy Cooper or Brian Higginbotham in Bixby Suite 1. Valid Identification must be submitted in person (no photocopies, pdf’s, or scans).

3. Valid Identification – please refer to the form “I-9 Acceptable Documents”.

4. You will receive an Official Start Date from your HR Representative (Sandy or Brian). No work can begin prior to this date.

B. New Student Employees

1. Complete the Sam Fox School Student Employment Authorization Form

2. Complete the Federal W-4 Form and the Missouri W-4 Form

3. Submit the Employment Authorization Form, Tax Forms, and Valid Identification to either Sandy Cooper or Brian Higginbotham in Bixby Suite 1. Valid Identification must be submitted in person (no photocopies, pdf’s, or scans).


5. Complete Employment Eligibility Verification Form (I-9) through HRMS.

6. You will receive an Official Start Date from your HR Representative (Sandy or Brian). No work can begin prior to this date.

Foreign Nationals (F or J Visas)

Additional Resources – OISS Payroll & Taxes

I-94 card is electronic and can be printed at https://i94.cbp.dhs.gov/I94

Have you worked for the Sam Fox School or the University before?

Yes – See Section A
No – See Section B

A. Returning Student Employee

1. Complete the Sam Fox School Student Employment Authorization Form

2. Submit the Employment Authorization Form and ALL of your immigration documents (passport, I-20, I-94) and your U.S. Social Security Card to either Sandy Cooper or Brian Higginbotham in Bixby Suite 1.

3. You will receive an Official Start Date from your HR Representative (Sandy or Brian). No work can begin prior to this date.

B. New Student Employee

1. Complete the Sam Fox School Student Employment Authorization Form

2. Submit the Employment Authorization Form and ALL of your immigration documents (passport, I-20, I-94) to either Sandy Cooper or Brian Higginbotham in Bixby Suite 1.

3. Complete Employment Eligibility Verification Form (I-9) through HRMS.

4. You will receive an Official Start Date from your HR Representative (Sandy or Brian). No work can begin prior to this date.

5. Apply for a U.S. Social Security Number – Supplement to Social Security Number Application and further instructions will be given to you by your HR representative

6. Complete the Foreign National Information System requirements – instructions from OISS

7. Complete and submit Tax Forms – instructions from Payroll Services