# New International Graduate Assistant (GA) Checklist

This checklist serves as a guide for new international students who have accepted graduate assistantship offer at FIU. The steps outlined below are essential for completing the required background checks, onboarding procedures, and contract approval processes in a timely manner. The hiring and onboarding process may take **4–6 weeks or longer** to complete. International students are advised to bring sufficient personal funds to cover living expenses during this period. Students cannot begin receiving payment until their Social Security card has been received and uploaded as part of the onboarding process. In addition, students need to be enrolled full time in order to be compliant with contract requirements.

**Important:** To avoid delays in contract approval, it is critical that students complete all background check requirements listed in the **Before Your Arrival** section prior to arriving on campus.

## BEFORE YOUR ARRIVAL

- ☐ Login into **MyFIU** (You will need your FIU Panther ID, which is a 7-digit identification number, or your FIU username and password to access MyFIU)
- ☐ Confirm with the academic program (Graduate Program Director or Graduate Program Coordinator) that your GA contract has been initiated
- ☐ Check Tasks Tile in your **MyFIU** account to complete to do items (the items related to FIU employment appear only once the GA contract has been initiated; students are also notified via their FIU student email)
- ☐ Fulfill the following background check items on your task list (**Important**: Please make sure to follow detailed instructions provided in **MyFIU** to avoid delays with the contract approval).
    - GA/Fellow Background Authorize (Background Check Authorization)
    - GA/Fellow Background Clearance (Accurate Background Check)
    - GradAssistant/Fellow Resume/CV (Resume/Curriculum Vitae (CV))
    - GradAssistant/Fellow DS-160 (DS-160: Online Nonimmigrant Visa Application (6 pages))
    - GradAssist/Fellow Passport Copy (Passport (ALL pages))

- ☐ **Complete medical requirements (immunizations & insurance)**
- ☐ **Complete Sexual Assault Prevention Training**
- ☐ **Attend a virtual ISSS pre-arrival session**
- ☐ Complete University Graduate School **online orientation** (recommended for all incoming graduate students)

## AFTER YOUR ARRIVAL

- ☐ Complete international student **Check-in** within 10 days of US arrival and no later than 15 days after semester start
- ☐ Attend **mandatory** **new international student orientation** AND orientation events hosted by your academic department and the **University Graduate School**
- ☐ Register for classes (9 credits). Please work with your academic program on course selections
- ☐ Obtain a **departmental employment letter**, signed by the hiring department

July 22, 2025

- ☐ Submit signed letter to ISSS through **FIU ISSS Portal** under F-1 Employment Request Form for On-Campus Employment Certification
- ☐ Visit **Social Security Administration Office** with:
    - On-Campus Employment Certification
    - Departmental employment letter
    - Valid passport
    - FIU I-20 or DS-2019
    - I-94
    - Completed SSN application form
    - Current valid U.S. mailing address
- ☐ Fulfill the following onboarding items on your task list.
    - Grad Assistant SignOn REQUIRED
        - Complete **New Hire Employee Sign-On Packet** for GA (you may enter 000-00-0000 in the SSN field if you have not received your card yet)
    - Grad Assistant I-9 REQUIRED
        - **Complete USCIS Form I-9**, section 1 (students will receive an email with a link after Sign-On package is completed); (FIU HR will then complete Section 2 of I-9)
- ☐ Once all onboarding requirements have been met, your supervisor, Graduate Program Director, or Hiring Manager will notify you once you are cleared to begin working. IMPORTANT: Students are not allowed to be given any access to research data, activities, or other sensitive data prior to their contract being approved.
- ☐ Upload Social Security Card via **ImageNow Import Tool** and update your Direct Deposit Information though Self-Service

## Important Contacts and Links

**International Student and Scholar Services (ISSS)**
305-348-2421 | ✉ isss@fiu.edu
SASC 230 (MMC) | WUC 363 (BBC)
https://isss.fiu.edu/international-students/new-f-1-students/index.html

**FIU Human Resources**
305-348-2181 | ✉ hrservice@fiu.edu
PC 224
https://hr.fiu.edu/employees-affiliates/new-employee/#signon

**Health Compliance & Immunizations**
305-348-2688 | ✉ Insure@fiu.edu

**University Graduate School**
305-348-2455 ✉ ugs@fiu.edu
MARC 430
**FIU Graduate Assistant Handbook**

July 22, 2025