Paperwork Required for On-campus Employment  
(for F-1 Student Visa Holders)

- **On-campus Employment** includes official Regent University offices and departments, where you will receive a Regent University paycheck. *(One Exception:* “CBN International” (not CBN) has a unique contractual agreement with Regent University and is therefore considered to be “on-campus employment” where a Regent paycheck is issued. All other CBN offices & affiliates are NOT connected to Regent, are considered to be “off-campus employment”, and require off-campus employment authorization if eligible.)

- **Off-campus Employment** includes businesses and organizations that are not a part of Regent University. Off-campus employment also includes organizations that are located on or near the Regent University campus but do not have special contractual agreements with the University, such as: CBN, Operation Blessing, AIMS, TLC, 700 CLUB, TMCJ, Regent Bookstore, etc. **Prior Written authorization from the OISS or the USCIS is REQUIRED for any off-campus employment.**

▶ For the proper processing of your on-campus/Regent University employment paperwork, please complete the checklist below:

- **Complete the online Employment Application for a “Staff Position”** *(This can be found on-line on the Human Resource Office Website:  [https://www.regent.edu/admin/hr/app/HRAp.cfm](https://www.regent.edu/admin/hr/app/HRAp.cfm).)*

- **Prior to an offer of employment, you will be asked to submit information for a background check.**

- **Upon offer of employment, complete the Regent University New Employee Form with your Supervisor.**

- **Bring the completed Employment Application & New Employee Form to the Human Resource Office** (Administrative Building, Suite 111) where you will complete these additional forms:

  1. Acceptable Use Agreement (Information Technology Form)
  2. I-9 Form (Employment Eligibility Verification). To complete the I-9, you will need documentation as listed on the last page of the I-9 Form (See this link for details:  [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)). You will also need your “work until date”, which is listed on your I-20.
  3. Confidentiality Form (if applicable)
  4. The following can be completed online through Genisys:
     - IRS Form W-4, Virginia State Tax Form VA-4, & possibly IRS Form 8233 (Tax Treaty Form)  
       *SEE REVERSE SIDE FOR W-4 RELATED INFORMATION.*
     - Direct Deposit Form (You will need your bank account number and routing number.)

- **Apply for a U.S. Social Security Number (if you do not already have one) once you are approved for employment at Regent:** The OISS has special instructions and a form letter to assist you with your application for a U.S. Social Security Number (SSN). The SSN does NOT give you approval to work in the USA. The SSN is used for payment and taxation purposes and is not required in order to begin working.

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**NOTE:** Read all directions on the forms very carefully! The OISS is not responsible for tax advice or any segment of your employment hiring process. **Always obtain a copy of all official documents & forms that you sign & submit.** Be sure that your hiring supervisor discusses all hiring forms with you. **If you have ANY questions, you should ask your supervisor.** Tax form questions can be addressed to Patty Brown of the Business Office. I-9 questions should be addressed to the administrator who will be verifying your documents & signing the I-9.

(Revised on 7/31/2012)

Office of International Student Services - 201 Student Center - 1000 Regent University Drive – Virginia Beach, Virginia 23464  
Phone: (757) 352-4130 - Fax: (757) 352-4100
Information Sheet on Tax Withholding & the W-4

This information was taken from the IRS Publication 519, http://www.irs.gov/publications/p519/ch08.html#en_US_publink1000222638 (Generally speaking, F-1 and J-1 student visa holders who have been in the U.S. for less than 5 years are considered to be nonresidents for U.S. tax filing purposes). Any questions regarding the completion of the W-4 should be directed to the Internal Revenue Service (IRS) at: 1-800-829-1040.

Notification of Alien Status

You must let your employer know whether you are a resident or a nonresident alien so your employer can withhold the correct amount of tax from your wages.

If you are a resident alien under the rules discussed in chapter 1, you must file Form W-9 or a similar statement with your employer. If you are a nonresident alien under those rules, you must furnish to your employer Form 8233 or Form W-8BEN, establishing that you are a foreign person, or Form W-4, establishing that your compensation is subject to graduated withholding at the same rates as resident aliens or U.S. citizens.

If you are a resident alien and you receive income other than wages (such as dividends and royalties) from sources within the United States, file Form W-9 or similar statement with the withholding agent (generally, the payer of the income) so the agent will not withhold tax on the income at the 30% (or lower treaty) rate. If you receive this type of income as a nonresident alien, file Form W-8BEN with the withholding agent so that the agent will withhold tax at the 30% (or lower treaty) rate. However, if the income is effectively connected with a U.S. trade or business, file Form W-8ECI instead.

Withholding From Compensation

The following discussion generally applies only to nonresident aliens. Tax is withheld from resident aliens in the same manner as U.S. citizens.

Wages and other compensation paid to a nonresident alien for services performed as an employee are usually subject to graduated withholding at the same rates as resident aliens and U.S. citizens. Therefore, your compensation, unless it is specifically excluded from the term “wages” by law, or is exempt from tax by treaty, is subject to graduated withholding.

Withholding on Wages

If you are an employee and you receive wages subject to graduated withholding, you will be required to fill out a Form W-4. Also, fill out Form W-4 for a scholarship or fellowship grant to the extent it represents payment for past, present, or future services and for which you are not claiming a tax treaty withholding exemption on Form 8233 (discussed later under Income Entitled to Tax Treaty Benefits). These are services you are required to perform as an employee and as a condition of receiving the scholarship or fellowship (or tuition reduction).

Nonresident aliens should fill out Form W-4 using the following instructions instead of the instructions on the Form W-4. This is because of the restrictions on a nonresident alien's filing status, the limited number of personal exemptions a nonresident alien is allowed, and because a nonresident alien cannot claim the standard deduction.

1. Enter your social security number (SSN) on line 2. Do not enter an individual taxpayer identification number (ITIN).
2. Check only “Single” marital status on line 3 (regardless of your actual marital status).
3. Claim only one allowance on line 5, unless you are a resident of Canada, Mexico, or South Korea, or a U.S. national.
4. Write “Nonresident Alien” or “NRA” on the dotted line on line 6. You can request additional withholding on line 6 at your option.
5. Do not claim “Exempt” withholding status on line 7.

A U.S. national is an individual who, although not a U.S. citizen, owes his or her allegiance to the United States. U.S. nationals include American Samoans, and Northern Mariana Islanders who chose to become U.S. nationals instead of U.S. citizens.

See Withholding on Scholarships and Fellowship Grants later, for how to fill out Form W-4 if you receive a U.S. source scholarship or fellowship grant that is not a payment for services.

Students and business apprentices from India. If you are eligible for the benefits of Article 21(2) of the United States-India Income Tax Treaty, you may claim an additional withholding allowance for the standard deduction. You can claim an additional withholding allowance for your spouse only if your spouse will have no gross income for 2012 and cannot be claimed as a dependent on another U.S. taxpayer’s 2012 return. You may also claim an additional withholding allowance for each of your dependents not admitted to the United States on “F-2,” “J-2,” or “M-2” visas if they meet the same rules that apply to U.S. citizens.

07/17/2012