



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

There are different, more stringent, legal requirements for hiring international applicants in the U.S. on an international VISA?

- All employees are required by the Department of Homeland Security to verify their eligibility to work in the U.S. (I-9 form). This is especially true for anyone seeking employment in the U.S. on an international VISA.
- International applicants **MUST** report to the Foundation Human Resources Department **BEFORE** beginning work to verify their eligibility to work in the U.S. ***There are no Exceptions.***
- Each VISA type has different restrictions related to work authorization which may prevent the Foundation from hiring the individual.
- Many international applicants will need to obtain a Social Security number in order to be eligible to work in the U.S. and before they begin working for the Foundation.
- Depending on the VISA status of the individual, the Foundation Human Resources Department may be able to assist the applicant with obtaining a Social Security number. Be advised, this process may take up to 2 weeks and the individual may not begin work until it is received and verified by the Foundation Human Resources Department.
- Additionally, once hired VISA status needs to be checked and updated regularly.
- Please contact the Foundation Human Resources Office if you would like additional information on hiring international applicants.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

