



New International Employees

Welcome to the University of Idaho! We are excited to have you working with us! Before starting any work, please follow the steps below:

Step #1 - Check in with International Programs Office (IPO)

Check in with IPO to receive your **ORIGINAL** International Employment Authorization Documents

****Please note that Human Resources cannot accept copies of any documents; they must examine the original, unexpired document(s) with wet signatures per Federal Regulation****

International Programs Office

ipo@uidaho.edu 208-885-8984

901 Paradise Creek St LLC Bldg #3 Moscow, Idaho 83844

Step #2 - Social Security Number (SSN) Application

If you do not yet have a Social Security Number, you will need to follow the steps below, if you do have a Social Security Number, skip to **Step #3**

****Individuals who have not yet applied for their SSN are able to complete their I-9 in HR and begin working until their application appointment*5.5 (e)-3.3 (k TJ 0 Tc 0 Tw 10.13 0 Td () T**