

**The California State  
University:**

Chancellor's Office  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay  
Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy  
Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego  
San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

Dear

This Intent to Hire Letter is for the position of

in the

at San José State University. Your start date of \_\_\_\_\_ is contingent upon you obtaining an Employment Verification Confirmation (EVC) email from University Personnel (UP).

**You may NOT start working under any circumstances without the EVC.**

Prior to your first day of employment, you will be contacted by a UP representative to start the onboarding process, which includes completing the new employee forms and the Federal Form I-9. You will receive an email from Tracker I-9 to complete Section 1 of the Form I-9. Please check your email for further instructions. In order to complete Section 2 of the Form I-9, you will need to provide original and unexpired documents in person for verification of identity and work authorization. If you previously worked on campus and have already completed the new employee forms, please inform UP by responding to the email sent to you.

Please note that if you are an "alien authorized to work" in the United States ("Non-Resident Alien"), you will be required to present the following documents for tax processing purposes:

- Passport
- I-94
- I-20 or DS-2019

If you need assistance with obtaining a Social Security Card (SSN) from the Social Security Administration (SSA), you will need to provide this letter to your advisor in the [ISSS](#) office. Please contact them with any questions that you have regarding obtaining the SSN.

Every person working for SJSU, including all student employees, is required to take a basic set of courses (CSU Learn Trainings) that are assigned based on their job position. This training is mandated as a result of either legislation or system-wide executive orders. These courses have to be taken within the first 30 to 60 days of employment. You will receive emails to your SJSU email to start the training.

An appointment for the position will be part-time, not to exceed 20 hours per week, in all concurrent jobs, during an academic term. (Only students appointed solely as TAs may work more than 20 hours per week). This appointment is subject to renewal and carries no commitment of permanent status. This is not an official Appointment Notification; the actual terms of the offer and employment will be stated in the Statement of Terms and Conditions of Employment (Appointment Notification).

If you have any questions, please feel free to contact

Sincerely,