

GUIDING UNDOCUMENTED STUDENTS ON THEIR PATH TO CAREER SUCCESS AS AN EMPLOYER

- Undocumented students at the University of Washington face unique challenges in their day-to-day life, including career development.
- Many students experience anxiety when searching for internships and jobs due to their undocumented status.
- This toolkit provides resources and best practices to support UW Foster employer partners in the recruitment and hiring process for internships and full-time roles.

Unable to hire undocumented students?: If you are not able to hire undocumented students for opportunities within your company, know that there are pathways you and your teams can facilitate in order to hire students who identify as undocumented to contribute to your team. These options include assisting students with applying for an Individual Taxpayer Identification Number (ITIN) and/or hiring them on for independent contract work. Questions about these alternative avenues for hiring? Contact UW LWB at undocu@uw.edu to learn more.

DACA VS NON-DACA

- DACA: Provides legal protection and work permits for internships and full-time positions.
- Non-DACA: No work permit; can apply for an ITIN as a substitute for a Social Security Number.

WHAT IS AN ITIN

- For people without an SSN, an ITIN (Individual Taxpayer Identification Number) is used for the purpose of paying federal taxes only. An ITIN does not authorize work in the U.S, but can be used in tandem when hiring independent contractors.
- Application: Through IRS W-7 Form

WORKING AS AN INDEPENDENT CONTRACTOR

- Independent Contractor (IC): Self-employed with specific work for clients.
- Use W9 Form instead of I-9 Form for services.

WORK EXPERIENCE AND SCHOLARSHIPS AT UW

- Yes! Encourage students to connect with [UW Community Engagement & Leadership Education Center](#) and [UW Leadership Without Borders](#) to learn more.

TOP OF MIND QUESTIONS FOR UNDOCUMENTED STUDENTS

Is it safe to disclose?

Oftentimes, students fear that disclosing that they are undocumented can lead to deportation of them and/or their loved ones. Sharing this information can be very scary for students, but assurance of confidentiality is much valued by the student, should they choose to disclose.

Are you able to hire undocumented students?

Transparency is key and much appreciated by undocumented students on an active internship or job search. If your company is not able to hire undocumented students, guiding them to connect with other alternatives who may be able to hire is much appreciated.

Does your company hire independent contractors?

For many undocumented students, getting hired as an independent contractor may be the only option to get hired by a company when it comes to those who don't have work authorization. Know your company's status on hiring independent contractors if you don't already know this information to ensure you're equipped to answer this question accurately should you be asked.

What resources do you offer for interns and/or employees who are undocumented?

If your company is able to hire students who are undocumented, familiarize yourself with the resources available should they be hired. This could include employer resource groups, legal representation, mental health support, etc. Encourage students to connect with UW Community Engagement & Leadership Education (CELE) Center and [UW Leadership Without Borders \(LWB\)](#) to learn more about scholarships!

Additional Resources

1. <https://immigrantsrising.org/resource/5-tips-for-educators-to-help-students-get-started-as-independent-contractors-freelancers/>
2. [https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=An%20ITIN%2C%20or%20Individual%20taxpayer,NNN%2DNN%2DNNN\),](https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=An%20ITIN%2C%20or%20Individual%20taxpayer,NNN%2DNN%2DNNN),)
3. https://immigrantsrising.org/wp-content/uploads/Immigrants-Rising_Working-for-Yourself-Guide.pdf



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