

Revision of Social Security Number Requirement for International Student Employees

This revises and clarifies the student employment work clearance process as it pertains to Social Security Numbers. It replaces the process described in an earlier email to supervisors of student employees.

Revised Process:

When is a Social Security Number Required?

An international student whose employment eligibility has been verified through completion of Form I-9 is not required to supply the University with his or her Social Security Number before being hired, beginning work or being paid for that work. Supervisors may hire an international student before being provided with a Social Security Number.

The Social Security Number is required for wage and tax reporting purposes and not for the purposes of work eligibility. For student employees working under an international tax treaty, a Social Security Number is required in order to participate in the program.

The University instructs all those new employees who do not possess a Social Security Number at the time of hire to apply for one as soon as possible.

How Do I Hire an International Student Without a Social Security Number?

Step 1: Student Employment Office Confirms Eligibility to Work

All prospective new student employees must meet with a Student Employment representative (One Stop, LM 251) in order to complete Form I-9: *Employment Eligibility Verification*. This documents that each new employee has been identified and is authorized to work in the United States.

Step 2: Student Employment Office Issues “Work Clearance Form”

Upon successful completion of the Form I-9 process, Student Employment will issue the student a “Work Clearance Form,” which the student can provide to a prospective on-campus employer as proof of authorization to work.

Note: Students with J-1 exchange visitor status must also obtain written verification of their U.S. work authorization from an International Student Advisor at the International Student and Scholar Services (ISSS) office.

Step 3: Student Obtains On-campus Employment and Supervisor Initiates a New Hire EPAF

The student has now been “hired.”

Step 4: Supervisor Signs the “On-campus Employment Offer Letter” and Instructs Student to Apply for a Social Security Number

The supervisor prints the “[On-campus Employment Offer Letter](#)” template on department letterhead. Supervisors should fill in and sign the “On-campus Employment Offer Letter” for each international student employee without a Social Security Number. The Letter and application instructions may be found by visiting the ISSS Web page, “[Applying for a Social Security Number](#).”

The “On-campus Employment Offer Letter” serves as the “Employment Verification Letter” required by the Social Security Administration (SSA). The Letter identifies the student, confirms current school status, and identifies the employer and type of work to be performed.

Step 5: ISSS Countersigns the “On-campus Employment Offer Letter” and Informs Student of Social Security Number Application Procedures

The Letter must be signed by the Supervisor and endorsed by an International Student Advisor (Designated School Official) in the ISSS Office (UC402, extension 2654). Please instruct your students to submit the signed Letter to ISSS for counter-signature, and to complete the Social Security Number application process as soon as possible.

Step 6: Student Applies for a Social Security Number

An application for a Social Security Number and Card must be made in person at a local SSA Office.

Note to international student employees: It is recommended that international student employees wait at least ten business days after the date of last international travel before applying for a Social Security Card.

The SSA must verify documents presented as part of an application for a Social Security Number with the Department of Homeland Security (DHS) before a Number can be assigned.

Such documents will include an international student applicant’s USF “On-campus Employment Offer Letter,” Form I-20: *Certificate of Eligibility for Nonimmigrant Student Status* (F-1 visa holder) or Form DS-2019: *Certificate of Eligibility for Exchange Visitor Status* (J-1 visa holder), and an unexpired foreign passport with Form I-94: *Arrival-Departure Record*.

Step 7: Student Employee Presents the Social Security Card to Human Resources

New Social Security Cards are usually mailed within four to six weeks of application. While student employees wait for the Social Security Card, Human Resources will use a “placeholder number” until the actual Card is presented to Human Resources.

Upon receipt of the Social Security Card, the student employee must present the Social Security Card to Human Resources (LM 339) to complete the new hire process.

Student employees will have 45 days from the date of hire to submit the Social Security Card to Human Resources. Student employees will receive a notice that the 45-day grace period is expiring. If an extension to the 45-day grace period is necessary, the student should contact Wanda Hicks in Payroll at extension 2832, or Millie Verde in Human Resources at extension 2441.

Resources:

Student employees who need to obtain a copy of the Social Security Card or to apply for a Social Security Number may obtain information on: “Requesting a Social Security Card” and “Finding a Social Security Office,” at the [Social Security Administration](#) website, or by calling the Social Security Office toll-free telephone number 1-800-772-1213.

Nearest Local Office: Social Security Administration Office, 90-7th Street, Annex-First Floor, San Francisco, CA, 94103; Telephone: 1 (800) 772-1213. Open Hours: Monday through Friday, 9:00 AM To 4:30 PM, except Federal holidays. The Office is located at Mission and 7th Streets, one block south of the Civic Center BART and MUNI exit. All major bus and MUNI lines stop nearby.

To view the ISSS On-campus Employment Offer Letter template, visit: http://www.usfca.edu/iss/pdfs/SSN_Letter.pdf.

Questions? If you have any questions or require further information, please contact Wanda Hicks in Payroll, extension 2832, or Millie Verde in Human Resources, extension 2441.

Human Resources
Student Employment
International Student and Scholars Services
International Relations