



## SOCIAL SECURITY NUMBER APPLICATION PROCEDURES

**Students who already have a Social Security number for employment DO NOT NEED TO APPLY AGAIN AND DO NOT NEED THIS LETTER unless they need a replacement card.**

Social Security Administration (SSA) regulations stipulate that only those F-1 and J-1 students that are EMPLOYED may apply for a Social Security number (SSN). The SSA requires a letter of employment from the hiring department, in addition to an endorsement from the Office of International Students and Scholars (OISS) before they will issue an SSN. **The SSA suggests that students wait at least 48 hours after reporting to OISS to apply for an SSN.** Refer to [International Students and Social Security Numbers](#) (PDF) for more information.

Students and hiring departments should follow the steps below:

**1. Student:**

- a. Enroll full-time or have permission to be enrolled part-time for your SEVIS record to be registered/validated.
- b. Submit the OISS [Check-In Form](#) before bringing the verification letter to OISS for us to register/validate your SEVIS record.
- c. Your SEVIS record must be registered/validated for at least 48 hours before you go to the SSA to apply for your SSN.

**2. Hiring department:** complete and sign Part I of the On-Campus Employment Verification letter. **Must be printed on department letterhead.**

- a. Use the student's name as it appears in their passport.

**3. Student:** bring the verification letter printed on department letterhead and signed by the department to OISS to receive an endorsement in Part II from a Designated School Official (P/DSO) or Alternate/Responsible Officer (A/RO) at OISS.

**4. Student:**

- a. Start an SSN application online at <https://www.ssa.gov/number-card/request-number-first-time>.
- b. Complete the application by scheduling an appointment to go to the [local SSA office](#) (1170 Harvard Way, Reno, NV 89502) within 45 calendar days. Take the online application confirmation, completed verification letter, original passport, I-94, and I-20/DS-2019. You will receive a confirmation of the application if it is accepted.

**5. Student:** take the confirmation of the application to the hiring department as proof of your SSN application along with any form of a national identification you have from any country.

- a. Inform the hiring department once you receive your SSN. This should occur between 60 and 90 days from the date of application.
- b. Do not carry your SSN card around with you, store it in a safe place.

**6. Department:** use the student's country and national ID number in Workday as a placeholder for the SSN to complete the hiring paperwork.

- a. If there are any issues entering the student's information in Workday, contact Human Resources.

**Students should meet with the on-campus [Nonresident Alien Tax Services](#) to complete any tax related forms and make sure the correct tax deductions are taken from their paychecks. [nra@unr.edu](mailto:nra@unr.edu) or 775-784-1404.**

**Social Security Administration**  
**1170 Harvard Way**  
**Reno, NV 89502**

**RE: University of Nevada, Reno International Student On-Campus Employment Verification**

**I. TO BE COMPLETED BY THE HIRING DEPARTMENT**

This is evidence of on-campus employment for (use the passport name):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Immigration Status (F-1 or J-1): \_\_\_\_\_

Job/Position Title: \_\_\_\_\_

\*Number of Hours per Week: \_\_\_\_\_ Start Date: \_\_\_\_\_

\*International students cannot work more than 20 hours/week during fall and spring semesters

**Employer Information**

Employer Identification Number (EIN): \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**II. TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS**

This is confirmation that the above student is attending the University of Nevada, Reno and has been offered on-campus employment.

DSO/ A/RO Name: \_\_\_\_\_

DSO/ A/RO Title: \_\_\_\_\_

DSO/ A/RO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Foreign Nationals Tax**

### **Contact Info for UNR's Nonresident Aliens:**

Email Address: [NRA@UNR.edu](mailto:NRA@UNR.edu)

Office: Ross Hall Room 101

### **Steps:**

Once the I-9 is completed and uploaded in Workday (employees only) or Financial Aid/Scholarships are posted to student accounts in Peoplesoft (students only) a notification will be sent to the NRA team in which they will reach out to you via email (student or employee) to complete an online form through UNR's tax program called Foreign National Information System (FNIS). Once the online form through FNIS is completed, you can schedule an in person meeting with the NRA team by emailing them at [nra@unr.edu](mailto:nra@unr.edu) or the process can be completed on line by uploading the required documents to OnBase, a secure online site <https://tinyurl.com/tax-document-submission> then they will reach out to you via email with what the remaining steps are to complete the process online.

Documents that will need copies of (in person or uploaded to OnBase):

- Passport, both bio page and the page with your current U.S. entry stamp
- Visa, unless you are a Canadian or from one of the visa waiver countries.
- I-94, both front and back <https://i94.cbp.dhs.gov/i94/#/recent-search>
- I-20 (f-1), DS-2019 (J-1), and/or I-797 (H1-B), if applicable
- Social security card (if you have one, if not it's OK)
- EAD card, if applicable.

## **Federal Withholding Tax for Foreign Nationals**

University of Nevada, Reno is a withholding agent for the Internal Revenue Service (IRS) and is required to withhold tax. The Internal Revenue Service requires that we apply U.S. withholding and reporting rules consistent with your U.S. tax status. Your immigration actions and U.S. presence may change the way you are taxed in the U.S., we request that you provide us with up-to-date information so that we may verify your tax status and any applicable tax exemptions. Without this information, we cannot determine your U.S. tax status and/or provide you with tax exemptions which might otherwise be applicable.