



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 a SSN. **The SSA suggests that students wait at least 48 hours after reporting to OISS to apply for a SSN.** Refer to [International Students and Social Security Numbers](https://www.ssa.gov/pubs/EN-05-10181.pdf) (<https://www.ssa.gov/pubs/EN-05-10181.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 in order for your SEVIS record to be registered/validated.
 - b. Report to OISS by submitting the [Office of International Students and Scholars Check-In Form](https://nevada.formstack.com/forms/oiss_student_checkin) (https://nevada.formstack.com/forms/oiss_student_checkin) in order 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 name as it appears on the 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 (DSO) or Alternate/Responsible Officer (A/RO) at OISS.
4. Student: take the completed verification letter, an [Application For A Social Security Card](http://www.socialsecurity.gov/online/ss-5.pdf) (<http://www.socialsecurity.gov/online/ss-5.pdf>) (Form SS-5) along with their passport, I-94 and I-20 or DS-2019 to the [local SSA office](https://secure.ssa.gov/ICON/ic001.action#officeResults) (<https://secure.ssa.gov/ICON/ic001.action#officeResults>) (1170 Harvard Way, Reno, NV 89502). You will receive a confirmation of the application if it is accepted.
 - a. The Application For A Social Security Card is also available at the SSA office.
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. The hiring department will use your country and national ID number in Workday as a placeholder for the SSN in order to complete the hiring paperwork. You should inform the hiring department once you receive your SSN to update payroll and tax records. This should occur between 60 and 90 days from the date of application.
 - a. Do not carry your SSN card around with you, store it in a safe place.
6. Department: if there are any issues entering the student's information in Workday, contact Kaiya Massey, kmassey@unr.edu, with Human Resources.

Students should also see the on-campus [Nonresident Alien Tax Services](http://www.unr.edu/campus-business/units-and-services/nrat) (www.unr.edu/campus-business/units-and-services/nrat) in the Controller's Office (Ross Hall, Room 101D) to complete any tax related forms and make sure the correct tax deductions are taken from their paychecks. 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: _____

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: _____