University of Nevada, Reno

Office of International Students and Scholars
120 Fitzgerald Student Services Building/0074
Reno, Nevada 89557
Tel.: (775) 784-6874 Fax: (775) 327-5845
http://www.unr.edu/oiss

SOCIAL SECURITY NUMBER APPLICATION PROCEDURES

Students who already have a Social Security number DO NOT NEED TO APPLY AGAIN AND DO NOT NEED THIS LETTER.

Instructions for On-Campus Employment Letter

Social Security Administration (SSA) regulations stipulate that only those 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 Social Security number. **The SSA suggests that students wait at least 10 days after their arrival in the United States to apply for a SSN.** Refer to www.socialsecurity.gov/pubs/10181.html for more information.

To simplify the SSN application process, OISS has developed a form letter for departments to use. Hiring departments and students should follow the steps outlined below:

1. The hiring department should complete Part I of the On-Campus Employment Verification letter and **print it on department letterhead**.
2. Once Part I is completed, the international student can bring the letter printed on departmental letterhead to OISS to receive an endorsement in Part II from a Designated School Official at OISS.
3. The student will take this verification letter, an Application For A Social Security Card (Form SS-5) along with their passport, I-94 and I-20 or DS-2019 to the local SSA office (directions available at the OISS). The student will receive a confirmation of the application.
4. Take the confirmation of the application to the hiring department so that the hiring department can request a temporary number from the Payroll Office. This temporary number will be released to the department and can be used to complete the hiring paperwork, but it can only be used for 12 weeks. There may be significant delays in receiving Social Security cards, and in order to facilitate payments to students, there is an in-house process for receiving “temporary numbers” from the Payroll Office. Departments should update the paperwork once the Social Security card is received.

EMPLOYER: PLEASE PRINT THIS FORM ON DEPARTMENT LETTERHEAD (THIS NOTE DOES NOT PRINT)

Social Security Administration
1170 Harvard Way
Reno, NV 89502

RE: International Student On-Campus Employment Verification

I. TO BE COMPLETED BY THE HIRING DEPARTMENT

This is evidence of on-campus employment for:

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): 886000024

Department: _____ Phone Number: _____

Student's Immediate Supervisor: _____

Employer's Name and Title: _____

Employer's Signature: _____ Date: _____

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

PHONE: 775-784-6874 FAX: 775-327-5845

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

Designated School Official Name and Title: _____

Signature: _____ Date: _____