



## **SOCIAL SECURITY NUMBER APPLICATION PROCEDURES**

### **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. Refer to [www.socialsecurity.gov/pubs/10181.html](http://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).

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

**PLEASE NOTE:** 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. Once international students have applied for their Social Security numbers and receive confirmation of their application, hiring departments or international students 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. Departments should update the paperwork once the Social Security card is received.

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

**RE: International Student On-Campus Employment Verification**

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

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This is evidence of on-campus employment for:

Name: \_\_\_\_\_  
Student's Last Name Student's First Name Immigration Status (F-1 or J-1)

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

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

**Employer Information**

Employer Identification Number (EIN): 886000024

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student's Immediate Supervisor: \_\_\_\_\_

Employer's Name and Title: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**II. TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS**  
**PHONE: 775-784-6874 FAX: 775-327-5845**

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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: \_\_\_\_\_