

## 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 for Intensive English Language Center (IELC) Students**

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 Intensive English Language Center (IELC), 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](http://www.socialsecurity.gov/pubs/10181.html) for more information.

To simplify the SSN application process, 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 IELC to receive an endorsement in Part II from a Designated School Official at IELC.
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 IELC). 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.

**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:

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: \_\_\_\_\_

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**II. TO BE COMPLETED BY THE INTENSIVE ENGLISH LANGUAGE CENTER**

**PHONE: 775-784-6075 FAX: 775-784-4015**

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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: \_\_\_\_\_