Applying for a Social Security Number

1. Find an on-campus job

2. Obtain a hard copy letter of employment from the employer hiring you that:
   - Is on departmental letterhead
   - Includes the student name
   - Specifies the job the student has been hired for and estimated start date
   - Mentions that the employee “has been hired as a part-time employee, who will work no more than 20 hours per week”
   - Includes the name and contact information of the employer

3. Complete the attached “Request for Social Security Letter” form (only if you do not have a SS card)

4. Complete the “International Student On-Campus Employment Permit”

   All documents mentioned above should be submitted to the International Student and Scholar Center (Student Services Center, Room 143)

5. Two business days after you submitted the above documents to the ISSC, pick up a letter from the International Student and Scholar Center, verifying your immigration status at Weber State University.

6. Go to the local Social Security Office with the following documents:
   a. The letters from the ISSC and the employer who hired you
   b. Non-expired passport
   c. Current I-20
   d. I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.

   **Social Security Office:**
   Address: 324 25th Street, 2nd Floor
   Phone: 1-877-378-9081
   TTY: 1-800-325-0778
   Office Hours: Monday, Tuesday, Thursday, Friday 9:00 AM to 4:00 PM
               Wednesday 9:00 AM to 12:00 PM
   Closed Holidays
   Website: [https://secure.ssa.gov/ICON/ic001.do#officeResults](https://secure.ssa.gov/ICON/ic001.do#officeResults)

7. Once you receive your Social Security Card, please bring your I-20, I94, passport, visa, social security card, and banking information to Payroll (Miller Administrative Building Room 110) to fill out paperwork.

8. You cannot begin on-campus employment without a valid social security card and work permit. This includes training.
REQUEST FOR SOCIAL SECURITY LETTER
(Takes **TWO DAYS** to process after submission)

1. Date: _______________ W#: __________________________

2. Name: ________________________________________________

3. US Physical Address: _______________________________________________________________
   Street ___________________________________________________________________
   Apt # _____________________________________________________________________
   City                                           State              Zip Code

4. US Phone #: __________________________

5. WSU Email Address: ________________________________________________________

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Do NOT write in this space. For ISSC advisor use only.

*Please verify student’s enrollment (full-time, face-to-face, online, and hybrid classes, as well as total GPA over 2.0)

Student status: 

Verified by: ____________________________ Date: ____________________________

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Student, please sign below, when you receive your letter from the ISSC to acknowledge: I have received the social security letter that I requested from the International Student and Scholar Center.

Signed: ____________________________ Date: ____________________________
International Student On-Campus Employment Permit

PLEASE PRINT

Today's Date:__/__/__

Last Name: ___________________________  First Name: ___________________________

Student ID Number: __________________  Immigration Status:  F-1  /  J-1

Passport Number: ____________________  Passport Expiration Date: ____________

Semester/Year of Graduation: ___________  Is this your 1st or 2nd Semester at WSU:  Yes / No

Current Semester/Year: ________________  Credit Hours in Current Semester: _______

Signature: ____________________________  Phone Number: ________________________

Notice: Students MUST be enrolled full time during the current semester you are submitting the employment permit for.
If the student violates his/her immigration status, his/her work permit will be rescinded.  Student Initial _______

** STUDENT MAY ONLY WORK 20 HOURS PER WEEK WHILE ENROLLED IN FULL TIME SCHOOL**

For Office Use Only

International Student Center  Payroll

Approved By: ________________________  Tax Treaty:  YES / NO

Permit Expires: ________________________  Start Date: ___  End Date: ___

Home Country: ________________________

Approved On: ________________________

STUDENT MAY NOT WORK UNTIL PAYROLL HAS RECEIVED THIS PERMIT

White Copy: International Student Office  Yellow Copy: Payroll