Applying for a Social Security Number

1. Find an on-campus job: https://jobs.weber.edu/postings/search

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” *Must be renewed every August and once you are registered for the next fall semester

   Submit all documents to the International Student and Scholar Center (Student Services Center, Room 143)

5. Two business days after you submit the required documents to the ISSC, pick up a letter, verifying your immigration status at Weber State University.

6. Schedule an appointment with the local Social Security Office and take:
   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

7. While waiting for your Social Security Card, please take your I-20, I94, passport, visa, and US banking information to Payroll (Miller Administrative Building Room 110) to fill out paperwork. Please take your SS card once it arrives.

8. You cannot begin on-campus employment without receiving a valid social security card and being authorized by the ISSC and Payroll. This includes any 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.
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*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

Approved By: ___________________________________________

Permit Expires: _________________________________________

Home Country: _________________________________________

Approved On: _________________________________________

Payroll

Tax Treaty: YES / NO

Start Date: __________ End Date: __________

STUDENT MAY NOT WORK UNTIL PAYROLL

HAS RECEIVED THIS PERMIT

White Copy: International Student Office  Yellow Copy: Payroll