**International Students: Pending U.S. Social Security Number Application**

Due to federal requirements, all employees, including student employees, must provide a copy of their U.S. Social Security card to the Office of Human Resources.

International students will need to coordinate with the Office of International Student Success & Global Engagement to discuss the Social Security application process. You’ll take your employment letter (on letterhead, signed by both your supervisor and International Student Success & Global Engagement), all immigration documents (passport, I-20/ DS-2019, I-94 Arrival/ Departure Record, and SEVIS Fee Receipt) as well as two documents that show your current address to the Social Security Administration office.

**You will need to complete the New Hire packet and bring all required identification documents (passport, I-20 or DS-2019, and I-94) to Human Resources.** This step must be completed first.

**You must begin on-campus employment prior to visiting the U.S. Social Security Administration** and you’ll be asked about this during your interview. After your Social Security interview, you will receive an **application receipt.** This receipt states that you can expect to receive your Social Security card via mail within the next 10 business days. Bring this receipt to the Office of Human Resources, located in Marian Hall, Room 116.

If you have questions about your Social Security application or employment prior to the receipt of your Social Security card, please **email Allison Hoeping (**[**ahoeping@marian.edu**](mailto:ahoeping@marian.edu)**)** and **Rhonda J. Hinkle (**[**rhinkle@marian.edu**](mailto:rhinkle@marian.edu)**)**. It is important to email as the law requires written documentation of all interactions pre-receipt of your Social Security card.

Once you receive your Social Security card, please sign it in ink and bring it to the Office of Human Resources in Marian Hall so that a copy can be kept with your records. Additionally, Human Resources can start the mandatory background check process once your SSN is received.

Although Social Security cards are wallet-sized, do not carry your card with you. Please store it in a secure location with your immigration documents.

Questions? Please contact Rhonda in International Student Success & Global Engagement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to follow the steps outlined above and will **correspond with Human Resources via email** about the Social Security process until my Social Security card has been received. Once I receive my Social Security card, I will sign it and bring it to the Office of Human Resources within 48 hours of receipt.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name MM/DD/YYYY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Email Address