Graduate Assistant Employment & Social Security Number Application

Step 1: Find Employment & Obtain Employment Letter (Form 10-1304)
- ❒ **Find Employment**
- ❒ Have employer (hiring department) print and complete **Employment Letter (Form 10-1304)** on their letterhead stationary (signed in blue ink). Real signature is required.
- ❒ **New students MUST complete SEVIS check-in**. Email oiss@emich.edu for further instructions.

Step 2: Employment Eligibility Verification Form I-9
- ❒ Schedule appointment with Human Resources by emailing hr_employment@emich.edu. In the email be sure to include your EID and what department you are working for.
- ❒ Bring original, most recent **I-20/DS-2019, passport** and **I-94** printout to appointment.

Step 3: Gather Documents for Social Security Number application
- ❒ Schedule appointment with OISS by emailing oiss@emich.edu.
- ❒ Bring original, most recent **I-20/DS-2019, Passport, Visa** and **I-94** printout.
- ❒ Bring original **Employment offer letter** (on official letterhead, employer real signature in blue).
- ❒ Bring GA Offer letter, if applicable. OISS will issue a new I-20 for graduate assistants.
- ❒ OISS will complete the bottom portion of the Employment Letter.

Step 4: Apply for your SSN - *You must wait at least 10 days after initial entry into U.S., complete the OISS SEVIS check-in, and have an active SEVIS record at least 7-10 business days!*

Complete SSN application online - https://www.ssa.gov/number-card/request-number-first-time
After you have applied, take the following documents to the Social Security Administration (SSA) Office:
- ❒ **Employment Letter (10-1304)**
- ❒ Passport and I-94 printout **(original)**
- ❒ **Latest I-20/DS-2019 (original)**

Students who reside in the Ypsilanti/Ann Arbor area can visit the Ann Arbor SSA Office.
- • 3971 Research Park Dr, Ann Arbor, MI 48108
  Monday – Friday 9:00am – 4:00pm

Student who do NOT reside in the Ypsilanti/Ann Arbor area can locate their local SSA office at:
- • https://www.ssa.gov
- • As a reminder, never turn in original immigration documents.
- • Please note different offices may have different procedures, please call ahead to verify.

Step 5: Upon receipt of your original Social Security Card
- ❒ **Sign** it (in **blue** ink).
- ❒ Contact Human Resources to update record with number.
- ❒ Remember to store your card in a safe place!

Step 6: Tax Exemption
- ❒ The Payroll Department uses GLACIER Online Tax Compliance System to determine if international employees are exempt from taxes. To request access to GLACIER, please send an email to tax.questions@emich.edu. In the email include your name and E ID number. Please allow at least 48 hours for a response.

Date_____

This is evidence of on-campus employment for _____.
(Name of F-1/J-1* student)

Nature of student's job responsibilities: _____
(cashier, receptionist, office assistant, etc.)

Start Date: _____   Number of Hours/Week: _____

Employer Contact Information:

_____386005986_____
(Employer Identification Number)
_____734-_____
(Employer Telephone Number)

By completing and signing this employment verification document, I understand that:

1.) **This student may work up to, but no more than, 20 hours/week while school is in session and 29 hours/week during school break. To determine whether a week is in session or on school break, please contact Career Services at (734) 487-0400.**

2.) **This student may only work on campus.**

_____
(Name and Title of Student's Immediate Supervisor)

_____
(Immediate Supervisor Signature, no stamps)

* J-1 students must have on-campus work authorization in their SEVIS record.
****
(Please do not write below this line. This section is for
Office for International Students and Scholars' use only.)

_____
Designated School Official— Office of International Students Representative

_____
Typed or printed name

_____   _____
Date   **Phone Number**

❐ Add work authorization in SEVIS- for J students only

Date: _____