

## Student 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 required.
- New students MUST complete SEVIS check-in. Email [oiss@emich.edu](mailto:oiss@emich.edu) for further instructions.

### Step 2: Employment Eligibility Verification online Form I-9

- Complete online Form I-9 with the Student Employment Office Monday – Friday, 8:00am – 5:00pm.
  - Located in the University Advising and Career Development Center (UACDC) 200 McKenny Hall.
- Bring original, most recent **I-20/DS-2019, passport** and **I-94** printout.

### Step 3: Gather Documents for Social Security Number application

- Schedule appointment with OISS by emailing [oiss@emich.edu](mailto:oiss@emich.edu).
- Bring original, most recent **I-20/DS-2019, Passport, Visa** and **I-94** printout.
- Bring original **Employment offer letter** (on letterhead, employer signature in blue).
- 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 with 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 Student Employment Office to make arrangements to provide SSN 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](mailto: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.**

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**(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**

<input type="checkbox"/> Add work authorization in SEVIS- for J students only  Date: _____
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