

Student Employment & Social Security Number Application (Third Party Employer)

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 for further instructions.

Step 2: Employment Eligibility Verification Form I-9

- Independent Contractor Employees** (Chartwells/Dining Services, Bookstore, etc.) – *check with employer*

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 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:

- 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 over original documents for an office to keep and return to you later.
- 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).
- Take original card to employer for proof of number.
- Store card in safe location (not your wallet!).

Step 6: Complete Payroll Office procedures

- Ask your employer for Payroll procedures.

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

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

