

APPLYING FOR A U.S. SOCIAL SECURITY CARD FOR EMPLOYMENT

Students at NSU are required to have a U. S. Social Security Number in order to be placed on the payroll.

International students needing to apply for a Social Security card will:

- first obtain a position of employment
- request that the supervisor complete and submit a Student Employment Authorization Form (SEAF) to Student Employment
- submit the completed Form I-9 (Employment Eligibility Verification) and present original ID documents to the One-Stop Shop. Acceptable documents include:

I-20
Valid passport
I-94
- receive an email to their NSU email account from Student Employment when the letter of verification of employment is ready (SEAF must have been received in Student Employment)
- visit the Office of International Students and Scholars to sign the letter of verification of employment
- file an application for a Social Security card at the Social Security Administration (SSA) . The SSA can be contacted at 800-772-1213
- present the actual Social Security card to the One-Stop Shop
- update Forms I-9 and W-4

In lieu of the Social Security card, the student can request a receipt of the Social Security card application from SSA. However, the student must know the Social Security number so that the I-9 and W-4 can be updated.

Allow 10 business days for the supervisor/contact to be notified that the student has been cleared to begin working.