

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

Students at Nova Southeastern University (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 the hire in JobX
- 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
- 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 by the Office of Human Resources that the student has been cleared to begin working.

This information is for students to be employed by NSU only. The Office of Student Employment is not involved in the hiring process of vendors, such as Chartwells and Barnes & Noble. Students who have been offered a position by a vendor should contact their hiring supervisor for the vendor's process to apply for a Social Security Card.