IUP

Social Security Number Information for F-1 and J-1 students

The Social Security Administration now requires all F-1 visa holders to supply evidence of employment and J-1 students to show employment authorization from sponsors <u>before</u> being issued a social security number. A social security number (SSN) cannot be issued for identification purposes or for a driver's license. Note: It can take 2-6 weeks to be issued a SSN. You can be paid after you apply for an SSN.

IMPORTANT NOTE: Students in their first semester at IUP must have been in the U.S. for 10 days AND wait until one week after the drop/add period before applying for an SSN. (Government databases must be in sync).

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

STEP 1: GET AN ON-CAMPUS JOB (Or have proof of off-campus work permission) .
To find a job on-campus, please go to www.iup.edu/studentemployment for a list of available on-campus jobs. International students are eligible for UNIVERSITY EMPLOYMENT ONLY. You must be starting employment in the near future BEFORE applying for an SSN.   If a potential employer does not understand why you don't have a SSN— they can contact the OIE. Students with Graduate or Teaching Assistantships, please take a copy of your contract to the Social Security Office with the documents listed below.

STEP 2: EMPLOYER FILLS OUT EMPLOYER SECTION (PDF—no handwriting)
Email your supervisor—ask them to complete page 4 of this form on the computer and print or send to you. All sections must be completed. Please have them contact the payroll or HR office with questions.
STEP 3: OIE SIGNS FORM
Please drop off your signed form at the OIE and allow 2 days for signature verifying your student status.

STEP 4: SCHEDULE SOCIAL SECURITY APPOINTMENT
www.ssa.gov/number-card/request-number-first-time For your appointment, bring: **Work Authorization Form** (page 4 of this form), **DS-2019 or I-20**, **passport**, **visa** and I-**94** **https://i94.cbp.dhs.gov**.
If you have OPT / J2 work card, bring your EAD as well.

You will be required to meet briefly with an officer. You should be issued a card within 2-3 weeks.

SSN FOR IDENTIFICATION

Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing.

It is not lawful for businesses to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification. (passport, international driver's license, notarized statement).

SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD

If you do not have a job currently, you <u>cannot</u> be issued a Social Security Number.   To obtain a Driver's License or PA ID Card

- Request a "Social Security Denial Letter" from the social security office through mail or fax.
- Submit required documents; SS-5(complete at www.ssa.gov/number-card/request-number-first-time), Passport, Visa, I-94, DS-2019 or I-20.
- You should receive a denial letter within a week.
- Take this letter to the Driver's License center with required documents. (See Driver's License brochure)

SOCIAL SECURITY ADMINISTRATION OFFICE
119 Professional Center , Suite 310
1265 Wayne Avenue (before Ramada Hotel)

☑ Please Complete the Social Security 5 Form at

www.ssa.gov/number-card/request-number-first-time

Reference for Policy:
Social Security Administration Policy for international students:
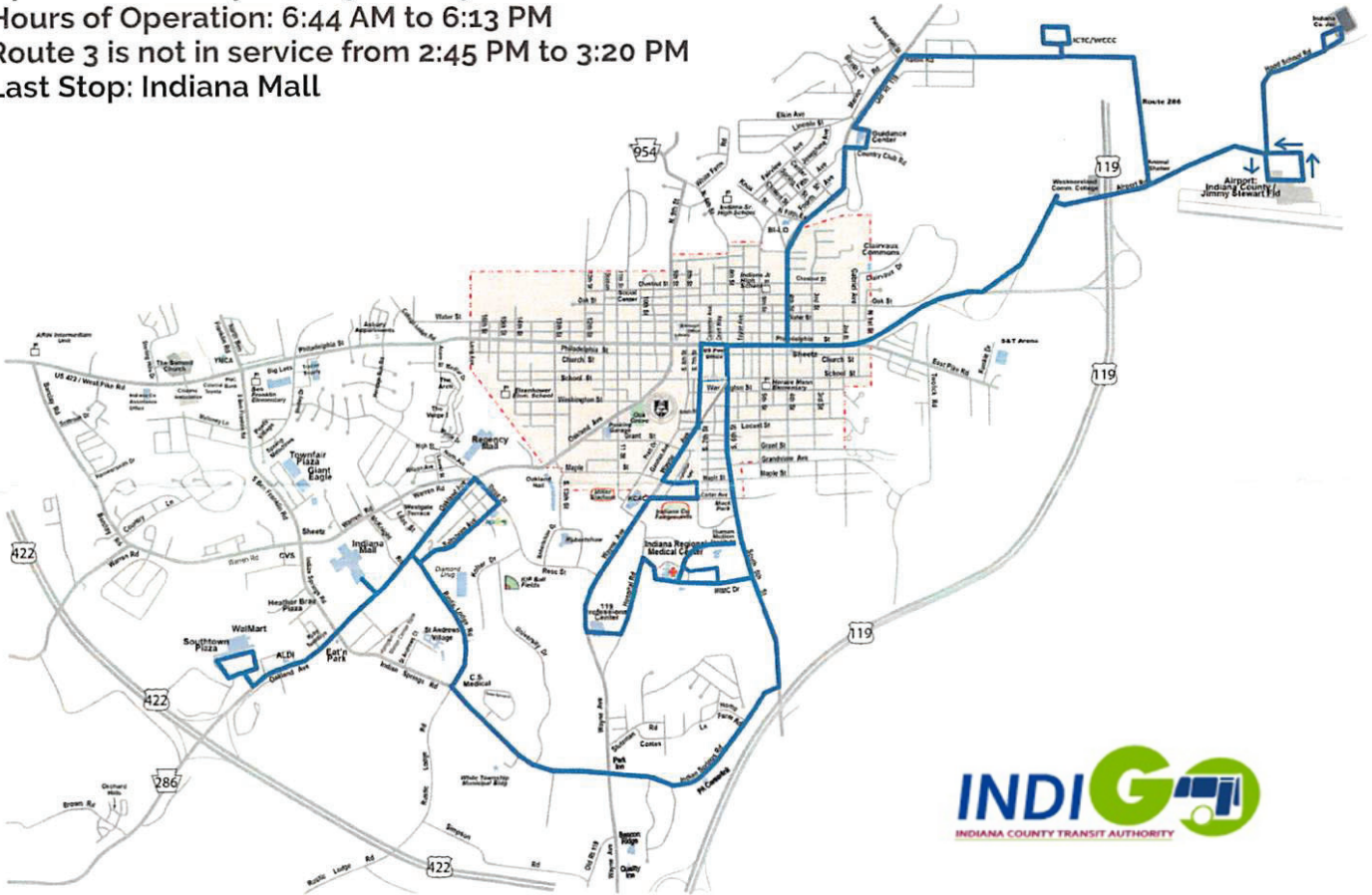http://policy.ssa.gov/poms.nsf/lnx/0100203470

Route 3

Operates Monday Through Friday
Hours of Operation: 6:44 AM to 6:13 PM
Route 3 is not in service from 2:45 PM to 3:20 PM
Last Stop: Indiana Mall

INDIGO
INDIANA COUNTY TRANSIT AUTHORITY

Route 3 Operates Monday - Friday Effective 7/2/2023

Philadelphia Street & Taylor Ave	6:44	8:14	9:44	11:14	12:44	2:14		4:14	5:44
Human Motion Institute	6:48	8:18	9:48	11:18	12:48	2:18	Down for Lunch	4:18	5:48
IRMC	6:50	8:20	9:50	11:20	12:50	2:20		4:20	5:50
Career Link	6:55	8:25	9:55	11:25	12:55	2:25		4:25	5:55
C.S. Medical	6:58	8:28	9:58	11:28	12:58	2:28		4:28	5:58
Rustic Lodge Apartments	7:00	8:30	10:00	11:30	1:00	2:30		4:30	6:00
Walmart	7:05	8:35	10:05	11:35	1:05	2:35		4:35	6:05
Indiana Mall Arrival	7:13	8:43	10:13	11:43	1:13	2:43		4:43	6:13
Indiana Mall Departure	7:20	8:50	10:20	11:50	1:20		3:20	4:50	
Starbucks	7:22	8:52	10:22	11:52	1:22		3:22	4:52	
IndiGO	7:25	8:55	10:25	11:55	1:25		3:25	4:55	
Rustic Lodge Apartments	7:27	8:57	10:27	11:57	1:27		3:27	4:57	
C.S Medical	7:28	8:58	10:28	11:58	1:28	Down for Lunch	3:28	4:58	
CareerLink	7:32	9:02	10:32	12:02	1:32		3:32	5:02	
Human Motion Institute	7:35	9:05	10:35	12:05	1:35		3:35	5:05	
IRMC	7:36	9:06	10:36	12:06	1:36		3:36	5:06	
119 Professional Building	7:39	9:09	10:39	12:09	1:39		3:39	5:09	
Hamilton Apts.	7:43	9:13	10:43	12:13	1:43		3:43	5:13	
Sheetz	7:44	9:14	10:44	12:14	1:44		3:44	5:14	
Community Guidance Center	7:50	9:20	10:50	12:20	1:50		3:50	5:20	
ICTC/WCCC	7:55	9:25	10:55	12:25	1:55		3:55	5:25	
Animal Shelter	8:00	9:30	11:00	12:30	2:00		4:00	5:30	
Jimmy Stewart Airport	8:02	9:32	11:02	12:32	2:02		4:02	5:32	
Indiana County Jail	8:06	9:36	11:06	12:36	2:06		4:06	5:36	
Animal Shelter	8:10	9:40	11:10	12:40	2:10		4:10	5:40	
Philadelphia Street & Taylor Ave	8:14	9:44	11:14	12:44	2:14		4:14	5:44	

IUP PAYROLL INFORMATION

All students employed for the fall must complete and submit to Payroll Services a new Profile/Job Assignment Sheet. The Profile/Job Assignment Sheets are available on the Payroll Services website. Please do not submit prior versions of the Profile/Job Assignment Sheet, as these cannot be processed. All profile sheets must be typed and hand delivered by the student to payroll services.

No paperwork will be accepted without the **Background Clearance Request** form stating all three background checks are in progress for all new-hire students. All new hire students must conduct background clearances *before being permitted to work*.

All returning students must present a **Student Work Authorization** form along with their typed profile sheet. The student will take both the typed **Profile Sheet** and the **Student Work Authorization** to Payroll Services. Both forms are required before the student will be entered on payroll.

Student employees completing a **UE/Grant Student Employment Profile/Job Assignment Sheet must** also complete a State Work-Study Application.

Student employees completing a Federal Student Employment/Profile Job Assignment Sheet must have a **Federal Work Study award**, and verify with the Financial Aid Office the award has been posted to their student account, prior to submitting their Profile Job Assignment Sheet to Payroll Services. **Profile sheets will not be accepted unless the award is posted to their student account.**

NOTE: Graduate students with less than 4.5 credits during fall or spring semesters must request that their Graduate Coordinator contact Associate Dean in the IUP Graduate School to verify your enrollment and eligibility for work. The Graduate School will forward this letter to IUP Payroll for you. PhD students with dissertation credits of any amount are considered full-time and do not need this letter.

Student employees being placed on payroll for the first time *must* present their **social security card** and a **photo ID** to the Payroll Services Office. They must also submit the following documents to the Payroll Services Office no later than the first day of employment:

- Profile Sheet
- Background Clearance Request Form
- Form I-9
- Form W-4
- Residency Certification Form
- Local Service Tax Exemption Form
- State Work Study Application (for those students completing UE/Grant Student Profile Assignment Sheets)
- Direct Deposit form

International Student Employees

In addition to the documents listed above International Student Employees are required by federal guidelines to provide the following documentation.

- Passport
- Visa
- I-94 Departure Record
- I-20 **or** DS-2019/IAP-66 Certificate of Eligibility for Exchange Visitor (J-1) Status
- Statement of Citizenship Status and Taxation Form

Students who graduate are not permitted to work beyond their graduation date.

All forms are available on the Payroll Services website.

Indiana University of Pennsylvania

Office of International Education   Phone: 724-357-2295
B-25 Delaney Hall
920 Grant Street
Indiana, PA 15705-1087
www.iup.edu/international

Social Security Administration Office

Social Security Office   Mon-Fri: 9:00—3:00
119 Professional Center   Wed: 9:00—12:00
Suite 310   Phone: 1-877-405-7679
1265 Wayne Avenue
Indiana, PA 15701

Social Security Work Authorization Form
(FORM MUST BE COMPLETED ELECTRONICALLY—NO HANDWRITING OTHER THAN SIGNATURES ACCEPTED)
Form found at *www.iup.edu/international/internationalforms*

This letter is to verify this person is a full-time student at Indiana University of Pennsylvania and has maintained their visa status.   S/he is eligible for employment under the following U.S. immigration regulation:

1. *Employment Information —Completed by Hiring Department/Supervisor*

Student's Name (as written in passport)	Family Name, Given Name, Middle Name
Date of Birth (month/day/year)	
Indiana University of Pennsylvania, On-Campus Location	
IUP Employer Identification Number EIN :	25-1470695
Other Employer Identification Number	
Employer Telephone Number	
Position Title	
Dates of Employment (must list date no more than 30 days in future and end date)	
Hours per week	
Job duties (describe work completed by student)	

_____
Hiring Department/Supervisor (Signature) Date

_____

2. *Verified by Office of International Education*

_   F-1 On-Campus Employment, Severe Economic Hardship 8 CFR 214.2 (f)(9)(i)(ii)
_   F-1 Optional/ Curricular Practical Training 8 CFR 214.2 (f)(10)(i),(ii)
_   J-1 On Campus Employment, Unforeseen Economic Circ. - 22 CFR 62.23(g)(1)(ii)(iii)
_   J-1 Academic Training—22 CFR 62.23(f)(2)

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Designated School Official (Signature) Date