



ON-CAMPUS WORK PERMIT PROCESS APPLICATION

STUDENT'S RESPONSIBILITY – If you already have a Social Security card, skip to #3.

1. If this is your first time working in the U.S., you will need to have your new employer fill out the Student Employment On-Campus Letter and then bring it to the International Center for a signature.
2. You will take the signed Student Employment On-Campus Letter, Social Security Administration Application, along with your original immigration documents (I-20 for F-1 students **OR** DS 2019 for J-1 students, I-94, Passport, and U.S. Visa) to the Social Security Office to apply for your card. You will get a receipt (usually a letter) from them. If you have lost your Social Security Card, you must follow these same procedures again.
3. Bring the Social Security receipt (usually a letter) **OR** your Social Security card to the International Center and pick up the following forms.
 - a. I-9 Employment Eligibility Verification
 - b. Student Payroll Tax Residency Information
 - c. W-4 Employee's Withholding Allowances
 - d. International Student Application for On-Campus Work Permission
 - e. New Hire Authorization Form (Optional - Hiring Department may give this to you)
 - f. Tax Treaty (IC Staff will determine if you need this form - 8233)
4. Return the completed forms to the International Center. Make sure to bring your passport, I-20, I-94, U.S. Visa **AND** a copy of each one.
5. You can pick-up the On-Campus Work Permit (yellow signed form) at the International Center in 3-5 days.
6. Submit a copy of the On-Campus Work Permit to your Employer/Supervisor and keep the other copy for your records.

*** When you receive your original Social Security card by mail, take it to the Campus Hub so that they can update your MSU records.**

**** If you worked in 2008, you must file your Income Taxes no later than April 15, 2009.**