

SOCIAL SECURITY APPLICATION PROCESS

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., your new employer must fill out the Student Employment On-Campus Letter. Bring this to the Kearney Center for a signature.
2. Take the signed Student Employment On-Campus Letter, Social Security Administration Application, along with your **original immigration documents (I-20/DS-2019, [I-94](#), Passport, and U.S. Visa) to the Social Security Office** to apply for your [card](#). Keep the receipt/letter to bring to the Kearney Center. *If you have lost your Social Security Card, you must follow these steps again.*
3. Bring the Social Security receipt/letter OR your Social Security card to the Kearney Center and collect 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 (KC Staff will determine if you need this form - 8233)
4. Return the completed forms to the Kearney Center. Bring your passport, I-20, [I-94 Record](#), [I-94 Travel History](#), and U.S. Visa.
5. Your On-Campus Work Permit (yellow signed form) will be ready at the Kearney Center in five business 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.