

Dear International Student,

The procedure for obtaining a Social Security card requires a few steps. As soon as you obtain a job, you should apply for the Social Security card. Although you may begin working here at Stritch immediately, you cannot receive your paycheck until you have a Social Security card in hand.

1. Obtain a job offer.
2. Have the official in the International Education Office complete and sign a letter verifying your F-1 status to the Social Security Office.
3. Obtain from the International Education Office a form letter (see next page) that you must take a long with the note below, to your new employer. Have him/her complete this form letter.
4. Download an application for a Social Security card (<http://www.ssa.gov/ssnumber/ss5.htm>) and choose form SS-5, or pick one up at the Social Security Office. Do not complete items 7, 9b, 10b. On item 5 mark "Legal Alien Allowed to Work." Do not be afraid to ask questions if you do not understand the form.
5. Take both letters, the application form, your passport, I-94 card, and I-20 to the Social Security Administration Office located in the Reuss Federal Building in downtown Milwaukee at 310 West Wisconsin Avenue, Room 260 (Open 9:00-4:00 weekdays). The Federal building is a large blue building that can be easily reached on Bus #10 from Bayshore Mall.
6. You will be sent your new Social Security card approximately 2 weeks after applying. Make two copies of the card and bring them to the International Education office and Stritch Payroll Office.

Good luck with your new work position!

Sarah Sweeney
Coordinator- International Education & Study Abroad

Dear On-campus employer:

By US federal law, international students (holding F-1 student visas) are able to obtain on-campus work while enrolled as full-time students. The employer can either be the University itself, or a vendor that provides services at the University.

New federal regulations require the attached form to be completed for international students to obtain a social security card. Please copy the form onto either Stritch letterhead or the letterhead of your on-campus company. (If Stritch worker, EIN is 39-0806196)

Please complete this form and have the student return it to the International Programs Office. Once the student has applied for a social security card, the student should wait until they receive their Social Security number to begin working.

Also, please be aware of these US labor laws concerning international students:

- International students are able to work on-campus for up to 20 hours per week while school is in session and 40 hours per week during vacation periods.
- Once an international student graduates, they are not able to work for Stritch without special permission.

If you have any questions, feel free to contact me at 414-410-4187 or srsweeney@stritch.edu

Thanks,
Sarah Sweeney
Coordinator- International Education & Study Abroad



CARDINAL
STRITCH
UNIVERSITY

Social Security Administration
Milwaukee, WI

To Whom It May Concern:

This letter/form is being created to provide evidence for _____
Name of International

In order that he/she may obtain a US Social Security card for on-campus employment. International students are now required by federal law to have a job offer before a Social Security card is issued.

Name of Position: _____
i.e. cashier, library aid, dishwasher, office assistant, maintenance worker, groundskeeper

Student Start Date: _____ Student's Immediate Supervisor _____

Approximate number of hours per week student will work while school is in session: _____
Cannot be more than 20

Approximate number of hours per week student will work during vacation periods: _____
Cannot be more than 40

Employer Identification Number (EIN #)
(If Stritch worker, EIN is 39-0806196)

Employer Telephone Number

Sincerely,

Employer Signature

Date

Employer Title