

University of North Carolina at Charlotte

International Student/Scholar Office

202 College of Health and Human Services Building
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Obtaining a Social Security Number

For On-Campus Jobs

1) I-9 Employment Paperwork

- Bring your passport, I-94 card and I-20/DS-2019 to the ISSO to complete the I-9 paperwork.
- Present the 'blue card' issued by the ISSO to your employing department.
- The employing department will notify the Student Employment Office (King Bldg.) and an employment offer letter will be created and sent to the ISSO.
- After 3 days, go to the ISSO and pick up the employment offer letter and the letter of authorization (2 letters).

2) Social Security Number

- Take the following documents to the Social Security Administration office and apply for a Social Security Number (see separate handout for directions).
 - Letter of employment from the University (your hiring department should contact the Student Employment Office, which will create this letter and mail it to the ISSO)
 - Letter of authorization from the International Student/Scholar Office (this will be created upon receipt of the letter of employment)
 - Passport and I-94 card
 - I-20 or DS-2019
 - Social Security Application
- Request a receipt from the Social Security Office and take it to the Student Employment Office on the 2nd floor of the King Building. The Student Employment Office will establish a temporary ID number to allow you to begin working.
- When you receive your Social Security card (in 2-4 weeks), return to the Student Employment Office and they will make a photocopy of the original card and update your employment record.

Working with Food Service or University Bookstore

Follow the procedures above, except you will obtain the employment offer letter directly from your employer and complete the I-9 employment paperwork with them. Then proceed to the ISSO for the authorization letter for on-campus jobs.

See reverse for graduate assistantships

Procedure for Graduate Assistantships (GA/TA)

- 1) Apply for graduate assistantship through a department.
- 2) If the Graduate School approves the request, you will receive a contract in the mail, which you must sign and return to the Graduate School.
- 3) The department should notify the Student Employment Office that they have hired you, and an employment offer letter will be created and sent to the ISSO.
- 4) Pick up the employment offer letter and the letter of authorization from the ISSO (2 letters).
- 5) Go to the Social Security Administration office to apply for the Social Security Number.
- 6) Request a receipt from the Social Security Office and take it to the Student Employment Office on the 2nd floor of the King Building. The Student Employment Office will establish a *temporary* ID number to allow you to begin working.
- 7) When you receive the Social Security card (in 2-4 weeks), return to the Student Employment Office. They will make a photocopy of the card and update your employment record.
- 8) Keep Social Security Card in a safe place and make a photocopy!