

Social Security Card Center locations:

San Diego Office

109 West Ash Street
San Diego, CA 92101

El Cajon Office

810 Arnele Avenue
El Cajon, CA 92020

National City Office

700 E 24th Street, Suite B
National City, CA 91950

San Marcos Office

367 Via Vera Cruz
San Marcos, CA 92078

Oceanside Office

2160 S El Camino Real
Oceanside, CA 92054

Office Hours:

Monday - Friday
9:00am to 4:00pm

To find out more information regarding services, please visit the Social Security Administration online at www.socialsecurity.gov/ssnumber, or call toll-free 1-800-772-1213.



SAN DIEGO STATE
UNIVERSITY

The Center for Human Resources
5500 Campanile Drive
San Diego, CA 92182-1625
Phone (619) 594-6404
Fax (619) 594-1147

APPLYING FOR A SOCIAL SECURITY NUMBER AND CARD

INFORMATION FOR INTERNATIONAL EMPLOYEES



Note: The information contained in this brochure pertains only to those individuals employed by SDSU. If you are offered employment with an SDSU auxiliary (e.g. the SDSU Research Foundation, Associated Students, or Aztec Shops), you must follow the procedures of that auxiliary's Human Resources office. The information in this brochure is not universal to all Human Resources offices on campus.

GETTING STARTED

There are a series of steps that you must follow in order to obtain a social security number. Use the checklist provided in this brochure to ensure that all paperwork is completed and properly submitted in a timely manner.

This process is time sensitive. If the following steps are not completed, you may be asked to resign from your SDSU position.

THE STEPS IN RED ARE FOR STUDENT EMPLOYEES ONLY.

STEP 1: OBTAINING A JOB ON CAMPUS AND OFFER LETTER

- Obtain the International Student Center (ISC) "On-Campus Work Verification Form" from the ISC.
- Apply for an on-campus job and receive a job offer.
- Inform your employing department that you need to apply for a Social Security number before beginning work and that you will need an offer letter in order to get started with the process.
- The offer letter must include the following: employee name, expected dates of employment, pay rate, time base, classification, supervisor's name and work phone number, and

department. This letter must be on department letterhead.

An offer e-mail or Student Employment Authorization form (for ISA and Non-FWS student assistants) may substitute for an offer letter if it is submitted by your employing department prior to Step 2.

STEP 2: OBTAINING AN EMPLOYER LETTER AND ISC LETTER

- Present your offer letter to the Center for Human Resources office located in the Extended Studies Center, room 406.
- The Center for Human Resources will generate an employer's letter for you. Approximate waiting time is 15 minutes.
- Take the employer's letter, your offer letter and visa documentation to the ISC to complete the "Social Security Verification Form."
- Within three days, the ISC will generate a letter for you to take to the Social Security Administration office.

STEP 3: APPLYING FOR YOUR SOCIAL SECURITY NUMBER

- Take the employer's letter, ISC letter (for student employees), and visa documents to the nearest Social

Security Card Center (www.ssa.gov)

- to apply for a Social Security number.
- It will take approximately two weeks after applying for your Social Security card to arrive via postal mail.

STEP 4: FINALIZING THE PRE-EMPLOYMENT PROCESS

- The Center for Human Resources will e-mail you with pre-employment requirements.
- Upon completion of the pre-employment documents, visit the Center for Human Resources with your Social Security card or number and all visa documentation, including your I-94 Arrival/Departure Record. The I-94 can be accessed online at www.cbp.gov/I94.
- The Center for Human Resources will verify your identity and employment eligibility.
- A tax appointment will be scheduled with a payroll technician. Once your tax appointment is finished, you have completed all pre-employment steps.

Please note: employees are not authorized to begin work until notified by the Center for Human Resources.