

PROCEDURES FOR INTERNATIONAL STUDENTS WHO WANT TO WORK ON CAMPUS

1. Check in with the Office of International Students and Scholars when you arrive on campus. Your SEVIS record must be updated and copies of your documents made. You will sign a contract to attend mandatory orientation. You will be given the schedule for Work Permit Sessions.
2. Attend a Work Permit Session. At that time, you will receive a Work Permit as well as general guidance on how to complete an I-9, a W-4, and a Social Security application. If you arrive after the Work Permit Sessions, check with the ISS office for more information.
3. Find a job. Graduate Teaching Assistant and Graduate Research Assistant positions are considered employment.
4. Take original Work Permit to hiring department with I-9 and W-4.
5. Ask the hiring department for the Social Security letter with an original signature which has been printed on department letterhead. Take the letter to the ISS Office to ask for a second signature from one of the Designated School Officials.
6. You may go to the Social Security Administration (SSA) after your record has been updated in SEVIS. It is recommended that you wait 24 hours from the SEVIS update. The following documents must be taken to SSA:
 - a. Offer letter as described above
 - b. Passport
 - c. I-94
 - d. I-20 if F-1 or DS-2019 if J-1 (A non-student exchange visitor in J-1 status does not need the employment letter.)
7. After your information is confirmed by SSA, you will normally receive the card in the mail within 5 to 7 business days. The number will not be given over the phone nor may it be picked up by you at the SSA office. During peak times at the beginning of each semester, a representative of OSU may go to the SSA office periodically to pick up your SSN if you have given permission during the application process. This will be explained in more detail during the Work Permit Sessions.
8. If you have been offered a job but you have not attended a Work Permit Session or received a Work Permit, you may still apply for a Social Security Number. You must have the employment letter as described in Item 5 above. However, you will still need to get a Work Permit to finish the process of working on the OSU campus.
9. Take the Social Security Number to the Registrar's Office, 322 Student Union, to update your record in the Student Information System (SIS). If a representative of OSU picked up your SSN and you received the SSN in the form of a print-out instead (sometimes called a "numident") instead of the card, then the SSN was taken to the Registrar's Office for you.
10. Take the Social Security Number (or "numident") to the employer.
11. If you are from a country with which the U.S. has a tax treaty and you wish to take advantage of that benefit, take your Social Security Number to the ISS Office. You will also need to know your passport number. You must sign forms to receive the benefit of your tax treaty. This will be explained in more detail during the Work Permit Sessions.