



The SSN is a nine-digit number the Social Security Administration (SSA) issues to United States (US) citizens, permanent residents, and noncitizens (i.e., F-1 students) eligible to work in the US. This number tracks earnings. If you have not been offered employment, you cannot be issued the SSN. Once assigned, this number will be permanent; if you previously applied and received a SSN, then you do not need to reapply, notify your employer that have already obtained one - **If you have lost or misplaced your SSN card, please click [here](#).**

## ON-CAMPUS EMPLOYMENT OVERVIEW

On-campus employment must take place on-campus or at location [educationally affiliated](#) with the school.

- You may not work **more than 20 hours** per week when school is in session, and up to 40 hours when school is not in session (i.e., winter or summer breaks).

## HOW TO APPLY FOR AN ON-CAMPUS JOB

1. Complete the [F-1 Employment CANVAS course](#) first, then apply for an on-campus job.
2. Students are responsible for finding employment and may view [Florida Poly Student Employment](#) for job opportunities offered by the University; however, they may also research other [educationally affiliated](#) on-campus opportunities.
3. After obtaining and accepting an employment offer, send a copy of letter to [ISS](#) to notify them and to receive the next steps in your process, and to be issued the SSA F-1 On-Campus Employment Letter.
  - a. **Students with graduate/research assistantships (GA/GRA) will be issued this letter during the Graduate Orientation.**
4. Have the designated authority in your hiring department complete and physically sign the letter, then bring it to a DSO for their signature, then you are ready to apply for the SSN.

## HOW TO APPLY FOR THE SSN

**NOTE:** New F-1 students (who are in their first semester of enrollment) must wait until 10 days after their first day of classes to apply for the SSN, to allow time for the SEVIS database to confirm their status as "active".

1. **Complete the Form SS-5, *Application for a Social Security Card*, online [here](#).**
  - Keep a copy of your online application and number to take with you to your appointment so the SSA representative can locate your application.
  - If you have any technical issues completing this form online, you may download, complete, and print the paper Form SS-5 [here](#).
2. **Contact the SSA Office that is closest to your address to schedule your SSN appointment:**
  - [Social Security Office Locator](#)
  - **Phone:** 1-877-604-9387 or 1-800-772-1213 or **TTY:** 1-800-325-0778
3. **Gather all required documents to take to your SSN appointment:**
  - **Valid Passport** (must be valid for at least 6 months in the future and have your current admission stamp)
  - **Current Form I-20** (with valid student and DSO signatures)
  - **Printout of your [Form I-94](#)**
  - **F-1 SSA On-Campus Employment Letter** (**cannot be a copy**, must be the original document with original supervisor and DSO signatures)



## HUMAN RESOURCES ONBOARDING TASKS

1. **After your SSA appointment they will issue you a receipt to confirm you have applied for the SSN.**
  - a. You must bring this receipt to the Administrative Assistant in the Registrar's Office (IST 2052) to confirm you have applied; Human Resources (HR) will be notified.
  - b. Once you receive the actual SSN card in the mail, you must physically bring it in to the Administrative Assistant in the Registrar's Office, so they may verify, and make a copy and notify HR.
2. HR will send a link to your university e-mail account directing you to create an account and log into [Workday](#) to complete onboarding tasks **to be cleared to work**. These tasks will include (*but not limited to*):
  - a. [Eligibility Check](#): Ensures eligibility to work legally and meet enrollment/academic criteria.
  - b. [Background Check](#): Required to investigate a candidate's background and validate information provided.
  - c. [I-9 Verification Process](#): For US employment authorization and identification purposes; requires copies of your SSN Card, Form I-94, and Passport.
  - d. Setting up Direct Deposit.
  - e. Create a record in [GLACIER](#) (online tax compliance system for nonimmigrant and tax data). It is important to complete this process and not to confuse it HR onboarding.
    - i. View the [Glacier Tax Compliance Guide](#) to assist with understanding this requirement and to obtain the steps to assist with creating a record.