

## Applying For A Social Security Card

Before an international student can begin on-campus work at FHSU, students must obtain a Social Security card. Once an offer of on-campus employment has been made, follow these steps:

Find a job: Offices that work with students looking for on-campus jobs:

1. Johnae Blackmon, Student Employment, Sheridan Hall 112  
(Johnae helps you with Workday – Workday is an on-line service that allows FHSU departments to post available jobs in that department). Most job openings will be listed in Workday. Once you find a job opening, you will apply for the job by submitting required documents like a cover letter and resume or maybe even an application. You may also have to go through an interview process.

FHUS Dining Services

Residential Life Office  
McMindes Hall

2. **Obtain written offer:** The department offering the position should provide the student with a written offer of employment. The Social Security Administration (SSA) requires specific information; Once you have been offered a job, the employer must prepare a letter for you. This letter needs to be typed on letterhead and signed. Here is an example:

*Date*

*Social Security Administration:*

*'Insert Student name' has been offered a position in the 'insert dept/office'. As soon as 'insert student name' obtains a social security card, they may begin work.*

*Sincerely,*

*Employer signature*

*Name*  
*Title*

3. **Submit the written job offer:** Students must deliver the written job offer letter to the International Student Services Office in the Memorial Union 014.
4. **Obtain verification letter:** International Student Services Office will provide a verification letter. ISSO will email the student when all required documents are complete and ready for pick-up. Next steps will also be provided.
5. **Complete Social Security Card Application Form:** The ISSO office will provide the Social Security Application Form for students to complete.
6. **Gather documents:** Take the following items to the Social Security Administration:
  - a. Completed Social Security Card Application Form
  - b. Employment offer letter from the campus department the student will work for
  - c. Employment Eligibility Verification letter prepared by International Student Services Office

- d. Current and valid I-20 (for F-1 students) or DS-2019 with program sponsor work authorization (for J-1 students)
- e. Valid passport
- f. I-94 record <https://i94.cbp.dhs.gov/i94/#/home>
- g. Tiger ID Card

**7. Schedule an Appointment with the Social Security Administration:**

The local Social Security Administration office is located at 1212 E 27<sup>th</sup> St, Hays, Kansas 67601.

Office Hours:

Monday - Friday 9:00am to 4:00pm. You should plan to arrive NO LATER THAN 3:00pm, as processing time for international applicants may take longer due to document verification.

The Social Security Administration is open to the public for walk-in appointments. Masks may be required

**\*\*STUDENTS ARE NOT ALLOWED TO WORK UNTIL THEY RECEIVE THE SOCIAL SECURITY CARD!**

## After Receiving The Social Security Card

Once students receive their social security card, complete the following:

1. **Sign** the Social Security card.
2. **Bring** the Social Security card to the International Student Services Office in the Memorial Union 014.
3. **Obtain** a checklist from the International Student Services Office.
4. **For Students Working in a Department:** Submit the checklist and required documents to the Student Employment Office located in Sheridan Hall 112. A staff member in Student Employment will provide instructions on the next steps to complete the onboarding process through Workday.