

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:

1. **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; therefore, the employer should contact the International Student Services Office at 785.628.4176 for details of the letter.
2. **Submit the written job offer:** Students must deliver the written job offer letter to the International Student Services Office in Sheridan Hall 204.
3. **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.
4. **Complete Social Security Card Application Form:** The ISSO office will provide the Social Security Application Form for students to complete.
5. **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

Schedule an Appointment with the Social Security Administration:

VERY IMPORTANT NOTE: Because of COVID-19, the Social Security Administration is not open to the public for walk-ins. Students must call 1-888-552-7176 to schedule an appointment (day & time) then take all documents to their scheduled social security card appointment. This call will guide you through a series of automated questions; listen carefully in order to be directed to a customer service representative. When you arrive for your appointment, a security guard will come out to take your documents in to be processed. Wait until the security guard comes back out with your documents before you leave.

The local Social Security Administration office is located at 1212 E 27th St, Hays, Kansas 67601. For office hours and additional information, visit: <https://www.socialsecurity.gov/>.

****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 Sheridan Hall 204 to be copied.
3. **Obtain** a checklist from the International Student Services Office. (for FHSU department employment only)
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.
5. **For Students Working for Chartwells:** Submit required documents directly to Chartwells in McMIndes Hall Room 128. A staff member in Chartwells will provide instructions on the next steps to complete the onboarding process.