

Office of International Education (OIE)
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SOCIAL SECURITY CHECKLIST
for
INTERNATIONAL STUDENTS EMPLOYED ON CAMPUS

- 1. Get a job on campus. An F-1 student must have a job in order to apply for a Social Security card. To find a campus job, visit the Career Services website at <https://www.twu.edu/career-services/twu-connect/> and/or contact your department.
- 2. Get a letter from the campus department hiring you. Letter must be printed on the department's letterhead and signed by your supervisor. See template in the forms list for information required.
- 3. Bring the letter to Office of International Education (OIE).
- 4. You will be issued a letter from OIE called "Enrollment Verification" stating that you are currently enrolled and in good standing.
- 5. After receiving the Enrollment Verification letter from OIE take that letter, the letter from your employer, TWU ID, your passport, visa, I-94, and I-20 (all originals) to the Social Security Office.
- 6. When you receive your Social Security card take it to Registrar's Office, Human Resources and OIE so that a copy can be made for their records.

International Students are allowed to work pending the arrival of their Social Security card; however, they will not be paid until the Social Security number is on record with Human Resources.