EMPLOYMENT INFORMATION

SOCIAL SECURITY NUMBER (SSN)

The Internal Revenue Service requires employers to report wages using a Social Security Number for employees. Therefore, UW-Madison requires each employee to provide a Social Security number for payroll purposes. This is collected via the W-4 form.

If you are an international student, please see instructions below.

Special Note for International Students:

International students who get hired with University Housing and do not already have a Social Security Number will need to complete the following steps to obtain one:

**NOTE:** You must wait 30 days from the date you entered the U.S. (arrival date is located on your I-94 arrival information) before you can begin the SSN process. If it has been 30 days, you may proceed below...

- Complete your enrollment as a full-time student.
- Obtain your appointment letter by logging back into your online application, under the employment information tab.
- Take your appointment letter to the International Student Services Office (ISS) in the Red Gym, 716 Langdon Street, to obtain the required letter from a designated school official.
  - *J-1 Visa students* receive a sponsor letter addressed “To Whom It May Concern” certifying student’s birthdate and dates of authorization to work on campus while enrolled as a full-time student.
- Go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number. (You can call Madison Metro at (608) 266-4466 for assistance in determining bus routes which service this location.)
- **You must take the following** with you to complete the application:
  - Letter from the ISS Office
  - Passport
  - I-94 Arrival/Departure Record
  - Form I-20 or *DS-2019 Form for J-1 Visa students*
- Request a receipt from the Social Security Administration showing the date you applied for your Social Security number and the length of time estimated to receive your SSN.
- Take your SSN receipt to the University Housing Human Resources Office in the lower level of Slichter Hall. Keep a copy of the receipt for your records.
- Receive your Social Security card in the mail approximately 2-3 weeks later (if you do not receive it within this time, call the Social Security office to follow up)
- As soon as possible after receiving your Social Security card, inform University Housing Human Resources Office of your Social Security number by calling 608-262-2766.
**Deadline to Apply for SSN:**

- International students need to apply for their social security number two weeks from their start date of employment. The exact date will be communicated to you by Human Resources. Once you apply for a social security number, you will receive a receipt that verifies you applied.

- If Human Resources doesn’t receive a SSN receipt by the deadline date you will be on an employment freeze, meaning you will be removed from future shifts until this is completed.
  - If you have a shift scheduled on the day you are removed from your shifts, you should not report to work.
  - You will have two weeks from the date you are frozen to come to the Human Resources Office and show us your SSN receipt.
  - If you do not show us a SSN receipt by the end of the two week period, we will assume you are no longer interested in employment, and as a result you will be terminated on the basis of job abandonment.

- **Exception:** International students arriving in late August will have to wait 30 days from the date they entered the U.S. to start the SSN process. Your deadline date will be adjusted until this requirement is met.

If you are on a J-1 Visa, contact the Human Resources Department at (608) 262-2766 for additional instructions.