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 with an F-1 or J-1 visa, please see instructions below.

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

***NOTE:* Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20/DS-2019.**

F-1 Visa:

1. Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (https://services.housing.wisc.edu/hrapp)
2. Request Social Security letter online on Terra Dotta and receive a letter from the ISS Office addressed to the Social Security Administration stating that you are authorized to work on campus and hold a student employment position on campus.
3. Submit an online application for an SSN at https://secure.ssa.gov/ossnap/public/landingOSsnap
4. After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number.

You must take the following with you to your appointment at the Social Security Office:

- Appointment Letter (This letter must include a "wet" or real signature from HR that you can obtain by coming to the Housing HR Office. This must be in person, it cannot be done via email) **OR** your most recent pay statement (this can be found in Workday)
- Foreign passport
- I-94 arrival/departure record
- I-20 form
- ISS Social Security Letter
- SS-5 Application Form
- If you apply online, bring your application online control number (You will receive this number when you complete the online application)

5. Receive your Social Security card in the mail approximately 2-3 weeks later.
6. Once you have obtained your SSN, complete the following steps:
   - Visit the Registrar's Office, 333 East Campus Mall, to update their records.
   - Log into your Glacier account to enter your SSN; print, sign, and deliver updated Glacier documents to 21 N Park Street, Suite 5101

J-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (https://services.housing.wisc.edu/hrapp)
3. Request your permission letter online on Terra Dotta and receive a letter from the ISS Office addressed to the Social Security Administration stating that you are authorized to work on campus and hold a student employment position on campus.
4. Submit an online application for an SSN at https://secure.ssa.gov/ossnap/public/landingOSsnap
5. After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number.

You must take the following with you to your appointment at the Social Security Office:

- Appointment Letter (This letter must include a "wet" or real signature from HR that you can obtain by coming to the Housing HR Office. This must be in person, it cannot be done via email) **OR** your most recent pay statement (this can be found in Workday)
- Foreign passport
- I-94 arrival/departure record
- DS-2019
- Permission letter from sponsor authorizing you to accept employment
- SS-5 Application Form
- If you apply online, bring your application online control number (You will receive this number when you complete the online application)

7. Receive your Social Security card in the mail approximately 2-3 weeks later.
8. Once you have obtained your SSN, complete the following steps:
   - Visit the Registrar's Office, 333 East Campus Mall, to update their records.
   - Log into your Glacier account to enter your SSN; print, sign, and deliver updated Glacier documents to 21 N Park Street, Suite 5101