

## Social Security Number Information for F-1 and J-1 students

### SOCIAL SECURITY ADMINISTRATION OFFICE

119 Professional Center,  
Suite 310  
1265 Wayne Avenue  
(before Holiday Inn)

Mon, Tue, Thur, Fri

Hours: 9:00-3:00pm

Wed

Hours: 9:00-12:00 P.M.

1-877-405-7679

Take the  
IndiGo BUS  
see schedule on back



Please Print the Social Security Form at

<http://www.socialsecurity.gov/online/ss-5.pdf>

Reference for Policy:  
Social Security Administration  
Policy for international students:  
<http://policy.ssa.gov/poms.nsf/lnx/0100203470>

*The Social Security Administration now requires all F-1 visa holders to supply evidence of employment and J-1 students to show employment authorization from sponsors before being issued a social security number. A social security number (SSN) cannot be issued for identification purposes or for a driver's license. Note: It can take 2-6 weeks to be issued a Social Security Number. You can be paid after you apply for an SSN.*

**IMPORTANT NOTE: Students in their first semester at IUP must have been in the US for 10 days AND wait until one week after the drop/add period before applying for an SSN. (computer systems must be in sync).**

### HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

**STEP 1: GET AN ON-CAMPUS JOB (Or have proof of off-campus work permission) . To find a job on-campus, please go to <http://www.iup.edu/studentemployment> for a list of available on-campus jobs. International students are eligible for UNIVERSITY EMPLOYMENT ONLY. You must be starting employment in the near future BEFORE applying for an SSN. If a potential employer does not understand why you don't have a SSN—they can contact the OIE. Students with Graduate or Teaching Assistantships, please take a copy of your contract to the Social Security Office with the form listed below.**

**STEP 2: EMPLOYER FILLS OUT EMPLOYER SECTION (PDF—no handwriting) Email your employer—ask to complete page 3 of this form on the computer & print—[www.iup.edu/international/internationalforms](http://www.iup.edu/international/internationalforms) . All sections must be completed. please have them contact the payroll or HR office.**

### STEP 3: OIE SIGNS FORM

Please drop off your signed form at the OIE and allow 2 days for signature verifying your student status.

### STEP 4: GO TO SOCIAL SECURITY OFFICE

Bring: Work Authorization Form, DS-2019 or I-20, passport, visa and I-94. print your paperless I-94 at; [www.cbp.gov/I94](http://www.cbp.gov/I94). IF you have OPT / J2 work card, bring your work card as well.

You will be required to complete an application at the Social Security Office and meet briefly with an officer. You should be issued a card within 2-3 weeks.

### SSN FOR IDENTIFICATION

Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing.

It is not lawful for businesses to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification. (passport, international driver's license, notarized statement).

### SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD

If you do not have a job currently, you cannot be issued a Social Security Number. To obtain a Driver's License or PA ID Card

- Request a Driver's License letter from the OIE (see Driver's License handout)
- Go directly to the Social Security Office and request a "Social Security Denial Letter"
- You will be given a denial letter the day you request it
- Take this letter to the Driver's License with the OIE Driver's License Letter and other required documents

# IndiGO

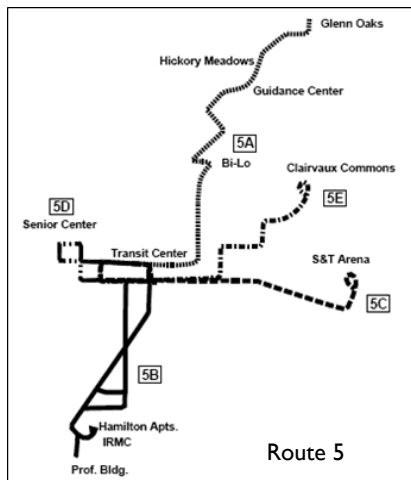
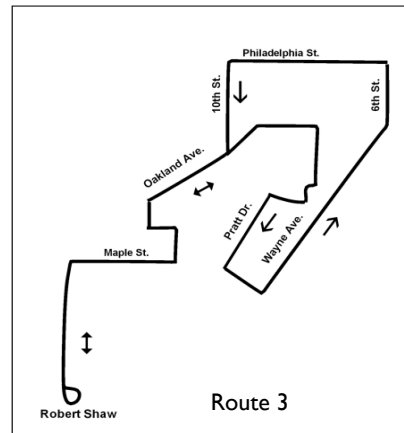
## Route 3 - Red

Buses operate Monday through Friday only while IUP is in session. Times posted are departure times.

Robert Shaw	School & Pratt	Grant & Pratt	Maple & Wayne	6th & Phila. St.	Transit Center	10th & Phila. St.	11th & Maple	Robert Shaw
8:05	8:11	8:14	8:17	8:21	8:22	8:24	8:29	8:35
8:35	8:41	8:44	8:47	8:51	8:52	8:54	8:59	9:05
9:05	9:11	9:14	9:17	9:21	9:22	9:24	9:29	9:35
9:35	9:41	9:44	9:47	9:51	9:52	9:54	9:59	10:05
10:05	10:11	10:14	10:17	10:21	10:22	10:24	10:29	10:35
10:35	10:41	10:44	10:47	10:51	10:52	10:54	10:59	11:05
12:35	12:41	12:44	12:47	12:51	12:52	12:54	12:59	1:05
1:05	1:11	1:14	1:17	1:21	1:22	1:24	1:29	1:35
1:35	1:41	1:44	1:47	1:51	1:52	1:54	1:59	2:05
2:05	2:11	2:14	2:17	2:21	2:22	2:24	2:29	2:35
2:35	2:41	2:44	2:47	2:51	2:52	2:54	2:59	3:05
3:05	3:11	3:14	3:17	3:21	3:22	3:24	3:29	3:35
3:35	3:41	3:44	3:47	3:51	3:52	3:54	3:59	4:05
4:05	4:11	4:14	4:17	4:21	4:22	4:24	4:29	4:35
4:35	4:41	4:44	4:47	4:51	4:52	4:54	4:59	5:05

### How to get to 119 Professional Center

- Take Route 3 from School & Pratt at the intersection next to the HUB, get off at Transit Center, then take Route 5B from Transit Center to go to 119 Professional center
- You may take any IndiGo Bus to the Transit Center, then take Route 5B to go there. For more information, please check at [www.indigobus.com](http://www.indigobus.com)
- You may also call to Turbo Taxi LLC at 724-465-8294



### Route 5B — Orange

Transit Center	8:35	10:13	1:25	2:58	4:36
Hamilton Apartments	8:40	10:18	1:30	3:03	4:41
IRMC	8:45	10:23	1:35	3:08	4:46
<b>Professional Building</b>	8:48	10:26	1:38	3:11	4:49
Hamilton Apartments	8:51	10:29	1:41	3:14	4:52
Transit Center	8:55	10:33	1:45	3:18	█

INDIANA UNIVERSITY  
OF PENNSYLVANIA

## The first day of fall employment is August 22, 2015

All students employed for the fall must complete and submit to Payroll Services a new Profile/Job Assignment Sheet. The Profile/Job Assignment Sheets are available on the [Payroll Services website](#). Please do not submit prior versions of the Profile/Job Assignment Sheet, as these cannot be processed. All profile sheets must be typed and hand delivered by the student to payroll services.

No paperwork will be accepted without the **Background Clearance Request** form stating all three background checks are in progress for all new-hire students. All new hire students must conduct background clearances *before being permitted to work*.

All returning students must present a **Student Work Authorization** form along with their typed profile sheet. The student will take both the typed **Profile Sheet** and the **Student Work Authorization** to Payroll Services. Both forms are required before the student will be entered on payroll.

For more detailed information, refer to the e-mail that was sent out on Friday, July 31, 2015 by Craig Bickley, associate vice president for Human Resources, regarding the [Important Update on Background Checks](#). Additional information and resources, including [FAQ's on required clearances](#), can be found [on the Human Resources website](#). [FAQ's for students](#) can be found on the Payroll Services website.

Student employees completing a **UE/Grant Student Employment Profile/Job Assignment Sheet must** also complete a State Work-Study Application.

Student employees completing a Federal Student Employment/Profile Job Assignment Sheet must have a **Federal Work Study award**, and verify with the Financial Aid Office the award has been posted to their student account, prior to submitting their Profile Job Assignment Sheet to Payroll Services. **Profile sheets will not be accepted unless the award is posted to their student account.**

Student employees being placed on payroll for the first time *must* present their **social security card** and a **photo ID** to the Payroll Services Office. They must also submit the following documents to the Payroll Services Office no later than the first day of employment:

- Profile Sheet
- Background Clearance Request Form
- Form I-9
- Form W-4
- Residency Certification Form
- Local Service Tax Exemption Form
- State Work Study Application (for those students completing UE/Grant Student Profile Assignment Sheets)
- Direct Deposit form

## International Student Employees

In addition to the documents listed above International Student Employees are required by federal guidelines to provide the following documentation.

- Passport
- Visa
- I-94 Departure Record
- Ds-2019/IAP-66 Certificate of Eligibility for Exchange Visitor (J-1) Status or I-20
- Statement of Citizenship Status and Taxation Form

Final exams end May 6, 2016. Undergraduate students are limited to 25 hours for the week ending May 13, 2016 (20 hours if international students). **Graduating students are not permitted to work beyond May 6, 2016.**

All forms are available on the [Payroll Services website](#).

# Indiana University of Pennsylvania

Office of International Education  
B-25 Delaney Hall  
920 Grant Street  
Indiana, PA 15705-1087

724-357-2295  
Fax: 724-357-2514  
<http://www.iup.edu/international>

## Social Security Work Authorization Form

**(FORM MUST BE COMPLETED ELECTRONICALLY—NO HANDWRITING OTHER THAN SIGNATURES ACCEPTED)**

Form found at [www.iup.edu/international/internationalforms](http://www.iup.edu/international/internationalforms)

This letter is to verify this person is a full-time student at Indiana University of Pennsylvania and has maintained their visa status. S/he is eligible for employment under the following US immigration regulation:

### 1. Employment Information — Completed by Hiring Department/Supervisor

Student's Name (as written in passport)	Family Name,	Given Name,	Middle Name
Date of Birth (month/day/year)			
Indiana University of Pennsylvania, On-Campus Location			
IUP Employer Identification Number EIN :	25-1470695		
Other Employer Identification Number			
Employer Telephone Number			
Position Title			
Dates of Employment (must list date no more than 30 days in future and end date)			
Hours per week			
Job duties (describe work completed by student)			

\_\_\_\_\_  
*Hiring Department/Supervisor (Signature) Date*

---

### 2. Verified by Office of International Education

- F-1 On-Campus Employment, Severe Economic Hardship 8 CFR 214.2 (f)(9)(i)(ii)
- F-1 Optional/ Curricular Practical Training 8 CFR 214.2 (f)(10)(i),(ii)
- J-1 On Campus Employment, Unforeseen Economic Circ. - 22 CFR 62.23(g)(1)(ii)(iii)
- J-1 Academic Training—22 CFR 62.23(f)(2)

\_\_\_\_\_  
*Office of International Education (Signature) Date*  
*Designated School Official and Alternate Responsible Officers*  
*School Code: PHI214F10244000 & P-1-03733*