To work at LETU, international students with F-1 visas must have a Social Security card. If the student does not have a SS card, he/she must bring the following to the Social Security office to obtain one:

- A completed Form SS-5, application for a Social Security Card;
- At least two documents that establish the applicant's age and identity including a passport and student ID.
- Form I-94;
- All copies of SEVIS Form I-20;
- **Proof of employment authorization.**

*We have prepared the necessary employment authorization letter, which must be signed by two people: the employing Dean or Staff Department Director and the CDCL Secretary. The letter is on the HR section of MyLETU entitled “International Student’s Letter for Social Security Card.”

**Procedure:**

1. **Student:** Initiates contact with the CDCL secretary.
2. **CDCL Secretary:** Calls supervisors who have student worker positions to locate any available work. Prints letter to SS on LETU letterhead, and takes it and the student to the supervisor.
3. **Supervisor:** Once job is offered to a student, fills in the appropriate portions of the letter and notifies the CDCL secretary.
4. **Secretary:** Obtains and signs letter as the Designated School Official. Helps student complete the SS-5 application. obtains student's additional paperwork, and drives student to the SS office.
5. **Social Security Office:** Provides the student with Social Security Number receipt/letter.
6. **CDCL Secretary:** Assists student in completing the I-9, W-4, and Worker's Compensation Notice. Copies the SS letter/receipt and attaches it to the I-9 as usual. Completes bottom portion of I-9 and attaches copy of passport with picture. Notifies employing supervisor that student may begin work. Instructs student to bring SS card to the CDCL when it arrives, makes copy, and sends it to Payroll.
7. **LETU Supervisor:** Completes Student Worker Action Form with correct starting date and submits all paperwork as usual. May then permit the student to begin work. Provides student with timecard and instructions. Completes Student Worker Orientation Checklist and forwards to Payroll.
8. **Student:** Once the Social Security card has been received, takes it to Payroll for a copy to be made.