

Social Security Steps: International Students working ON CAMPUS- No Assistantship

Please see below for the steps you need to complete to obtain a Social Security Number to work on-campus.

Note:

- 1) You can only work on campus in the United States and in Providence. If you are interested in off-campus employment, you must obtain the appropriate work authorization from OISS.
- 2) If you are also looking to obtain a Driver's License or State ID, you should wait to apply for those until AFTER you receive your Social Security Number (SSN). You will need your SSN or a Letter stating you are not eligible for an SSN in order to apply for a Driver's License or State ID.

-- 9 Steps to Begin Working On Campus at RISD --

***These steps do not include Grad Students Assistantships who have a slightly different process.
Please scroll down for the assistantship process.***

1. The RISD department or office (no RISD student can work at Brown University unless they are a Dual Degree Student) makes an offer to a student and completes the [Job Offer Letter](#) form and sends it to the student electronically on letterhead and with a signature.
2. Once you receive the job offer letter from the RISD department or office, you will upload it to the [OISS Social Security Request Form](#) on our website. Once the form is completed and submitted on-line, OISS will create an "Immigration Status Verification Letter" for you. Please allow 3-5 business days for processing.
3. OISS will send you an email to notify you when the original "Immigration Status Verification Letter" will be in the Mailroom* for you to pick up in your RISD Box. The SSA requires that all documents are originals, meaning we cannot send you an electronic version of this letter. You will also receive a checklist (also on the [OISS website](#)) of all of the documents that you will need to take to the Social Security Administration Office.
**Please review the RISD Mailroom protocols for pickup during Fall 2020 due to COVID.*
4. DUE TO COVID: OISS will send your name and contact information to the Social Security Office and someone there will schedule an appointment for you on a specific date and time. You CANNOT just walk into the Social Security Administration Office without an appointment!! Generally speaking, the OISS letter is only valid for 30 days from the date of issue and it is recommended that you try to make your appointment with the Social Security Office within those 30 days.
5. Once you receive an appointment for a specific date and time, you must take all of the documents on the checklist with you to apply for your Social Security Card and Number. Please make sure to ask for a receipt!
6. You will wait 4-6 weeks to receive your Social Security Card and you CANNOT work during this time! You MUST have your Social Security Card BEFORE you start working!

7. You will receive in your email a link to your Workday account. Use your RISD email username and password to log on and start completing the forms.

You will receive a link in your RISD email to FNISStudent@risd.edu, a tax system that will help us understand what tax form you must complete. Complete the questions on each page and submit.

8. Once you receive your Social Security Card- you will take the card, your passport and [I-94](#) to Student Employment on the 1st Floor of 20 Washington Place and register your number as well as complete your two employment documents that allow you to legally work and get paid in the United States- the I-9 Employment Eligibility Form and the Tax Form that FNIS has generated for you. You must make an appointment with Student Employment (beginning from September 17th) to complete your I-9 paperwork.

9. You can start working!!! Note: Once you have your Social Security Card- it is yours and it will not change for your entire life. Protect it the way you would your passport! It is also helpful to know that anytime you have authorization to work in the United States, each employer you work for will require you to complete the I-9 Employment Eligibility Form and a Tax Form since they are both part of federal laws (you must always complete these forms within 3 days of beginning a new job at each new employer).

Social Security Steps:

Grad International Students working ON CAMPUS with Assistantships

Please see below for the steps you need to complete to obtain a Social Security Number to work on-campus.

Note:

- 1) You can only work on campus in the United States and in Providence. If you are interested in off-campus employment, you must obtain the appropriate work authorization from OISS.
- 2) If you are also looking to obtain a Driver's License or State ID, you should wait to apply for those until AFTER you receive your Social Security Number (SSN). You will need your SSN or a Letter stating you are not eligible for an SSN in order to apply for a Driver's License or State ID.

-- 12 Steps to Begin Working at RISD for Graduate Students who have Assistantships --

1. Following the Admissions process your Department makes an offer for an assistantship and sends you an "Assistantship Award Letter" with your acceptance materials.
2. Prior to or when you arrive in Providence, discuss with your Graduate Program Director what specific assistantship position you will fill.
3. You will receive an email from Margaret Lewis, Director, Academic Administration mlewis@risd.edu regarding the steps that you need to complete to be employed. The email also contains a link to the [OISS Social Security Request Form](#) on our website. Once the form is completed and submitted on-line, OISS will create an "Immigration Status Verification Letter" for you. Please allow 3-5 business days for processing.
4. Margaret Lewis will create an "Employment Offer Letter" and send it to the Office of International Student Services.
5. OISS will send you an email to notify you when the original "Immigration Status Verification Letter" will be in the Mailroom* for you to pick up in your RISD Box. The SSA requires that all documents are originals: we cannot send you an electronic version of this letter. You will also receive a checklist (also on the [OISS website](#)) of all of the documents that you will need to take to the Social Security Administration Office.
**Please review the RISD Mailroom protocols for pickup during Fall 2020 due to COVID.*
6. DUE TO COVID: OISS will send your name and contact information to the Social Security Office and someone there will schedule an appointment for you on a specific date and time and will email you're appointment date and time. You CANNOT just walk into the Social Security Administration Office without an appointment!! The OISS letter is only valid for 30 days from the date of issue and it is recommended that you try to make your appointment with the Social Security Office within those 30 days.

7. When it is time for your appointment, you must take all of the documents on the checklist with you to apply for your Social Security Card and Number. Please make sure to ask for a receipt!

8. You will wait 4-6 weeks to receive your Social Security Card and you CANNOT work during this time! You MUST have your Social Security Card and complete all of the next steps BEFORE you start working!

9. You will receive in your email a link to your Workday account. Use your RISD email username and password to log on and start completing the forms.

You will receive a link in your RISD email to FNISStudent@risd.edu, a tax system that will help us understand what tax form you must complete. Complete the questions on each page and submit.

10. Once you receive your Social Security Card, enter your new number on the Workday form "Change government ids".

Make an appointment with Student Employment (they will start meeting students beginning from September 17th) to complete your I-9 Form and to sign the Tax Form that FNIS has generated for you (these two documents allow you to legally work and get paid in the United States). You will need to take your Social Security Card, your passport and [I-94](#) to Student Employment on the 1st Floor of 20 Washington Place.

11. Once you complete your I9 Employment Eligibility Form with Student Employment you will receive a contract for your assistantship in your Workday account. You will get an email to your RISD email account alerting you to the fact. Log on to Workday and accept your contract.

12. You can start working!!! Note: Once you have your Social Security Card it is yours and it will not change for your entire life. Protect it the way you would your passport! It is also helpful to know that any time you have authorization to work in the United States, each employer you work for will require you to complete the I-9 Employment Eligibility Form and a Tax form since they are both part of federal laws (you must always complete these forms within 3 days of beginning a new job at each new employer).