



# *The University of Mississippi*

## *Interoffice Memorandum*

### OFFICE OF INTERNATIONAL PROGRAMS

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**TO:** Faculty or Staff Member

**FROM:** Tim Woodard, International Programs Advisor

**DATE:** August 15, 2005

**RE:** International Student Employment & SSN

Effective October 13, 2004 Social Security placed restrictions on issuance of Social Security Numbers to noncitizens. As such it is our office's wish to inform university faculty and staff of the new requirements.

An student in F-1 Visa status requesting an SSN for on-campus employment must now prove he or she has (or has been offered) an on-campus job, and must show evidence of that employment or an SSN will not be assigned.

According to Social Security Administration, an F-1 student may work while the Social Security number is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.

To comply with the new regulations, please complete the attached form on your departmental stationary and have the student return it to the Office of International Programs. Our office will then complete the remaining paperwork and direct the student in the application process.

Thank you in advance for your time in this process. If you should have questions, please do not hesitate to contact me.

**SAMPLE LETTER FROM DEPARTMENT  
LETTER MUST BE PRINTED ON DEPARTMENTAL STATIONARY**

Date \_\_\_\_\_

**To Whom It May Concern:**

Please accept this letter to accompany the Social Security application of \_\_\_\_\_,  
an F-1 student at The University of Mississippi. Student's Name

The above named student has been offered employment in the position of \_\_\_\_\_.  
The general duties of this job will include \_\_\_\_\_

It is our understanding that the student is eligible for a maximum of 20 hours per week  
while enrolled and school is in session.

Start Date \_\_\_\_\_ Number of Hours per Week \_\_\_\_\_

Student's Immediate Supervisor \_\_\_\_\_

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO DEPARTMENT:**

**Working While Awaiting an SSN**

An F-1 student may work while the SSN application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.