**International Students – Without A Social Security Number**

1. An International student must have a job in order to apply for a Social Security card. After acquiring a job on campus, get a completed and signed Referral Form from your employer. A graduate student will need a copy of his/her Graduate Assistantship Pay Authorization form. You will not be able to begin working until a Social Security card receipt is brought to Student Employment, and all paperwork has been completed.
2. Take the Referral Form or Graduate Assistantship Pay Authorization Form, which is proof of employment at ISU, to the Center for Global Engagement located in Gillum Hall (room 240). The office will give you two sealed letters – one letter verifies that you are enrolled at ISU and the second letter verifies that you are a student employee at ISU.
3. **WAIT FOR 48 HOURS** or two (2) business (Monday – Friday) work days.

**Social Security Administration** - After waiting two (2) full business days, go to the Social Security Administration Office to apply for a Social Security number.

The office is located at 222 Cherry Street (see map below) and the office hours are: 9:00 a.m. – 3:00 p.m. (Monday, Tuesday, Thursday, and Friday)

9:00 a.m. – 12:00 p.m. (Wednesday).

Take the following documents with you:

* + Sealed letters from the office of Center for Global Engagement located in the Rhoads Hall mezzanine
	+ Visa / Passport / I-20 / I-94 (either stapled form attached to Visa or copy from [www.cbp.gov/I94](http://www.cbp.gov/I94) )
1. **Student Employment** - After you receive your Social Security card in the mail (usually 7 – 10 days), bring the Social Security card, along with your documents, to the Student Employment department located in the Career Center at 221 North 6th Walkway (east of the fountain). You will have to complete the Form I-9, direct deposit, state tax form, and other release forms. Please bring the following documents with you:
	* Referral Form’ if you have a regular student job
	* I-94 (Customs & Border Protection website to print a new I-94: [www.cbp.gov/I94](http://www.cbp.gov/I94) ), Visa / Passport & I-20
	* Direct deposit is mandatory. A blank VOIDED check may be attached to the Direct Deposit form, but is not mandatory. Those who do not have a checking account will need the bank routing and account number.
2. GLACIER – This is a tax compliance system which allows I.S.U.to collect information, make tax residency and treaty determinations, and file reporting statements with the IRS (Internal Revenue Service) concerning each international student. Upon completion of paperwork in Student Employment, you should receive an e-mail from support@online-  tax.net with instructions on how to complete the information online which is **required by law**. You will then need to print your Glacier tax records, sign, date, and submit them to the ISU Payroll Office (408 Rankin Hall) along with the

copies of your visa, passport, and immigration documents.

**Hulman**

**5th Street**

**4th Street**

**2nd Street**

# Chestnut Street

**Memorial**

**Hardee’s**

**Social**

**Security Administration**

**7th Street**

# Sycamore Towers

**3rd Steet**

**Pickerl Hall**

# Rankin

**Burford Hall**

**6th Street**

**Cherry Street**

**Vigo County Courthouse**

**Wabash Avenue**

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