

EMPLOYMENT INFORMATION

SOCIAL SECURITY NUMBER (SSN)

The Internal Revenue Service requires employers to report wages using a Social Security Number for employees. Therefore, UW-Madison requires each employee to provide a Social Security number for payroll purposes. This is collected via the W-4 form.

If you are an international student with an F-1 or J-1 visa, please see instructions below.

International students who are hired with University Housing and do not already have a Social Security Number will need to complete the following steps to obtain one:

NOTE: Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20/DS-2019.

E-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Obtain your appointment letter by logging into your [Job Dashboard](#), under the “My Jobs” section.
3. Upload your appointment letter to the International Student Services (ISS) website: <https://iss.wisc.edu/employment/social-security/>.
4. Receive your Social Security Letter via mail or by picking it up at the Social Security Administration Office (6011 Odana Road).
5. Call the Social Security Administration Office at 866-770-2262 to schedule an appointment, **You must take the following** with you to complete the application:
 - o Letter from the ISS Office
 - o Your most recent paystub
 - o Completed SSN Packet
 - o Foreign passport
 - o I-94 form
 - o I-20

You can call Madison Metro at (608) 266-4466 for assistance in determining bus routes which service this location.

6. At your appointment, you will receive a receipt from the Social Security Administration Office showing the date you applied for your social security number and how long it will take to receive your social security card.
7. Take your SSN receipt to the University Housing Human Resources Office in the lower level of Slichter Hall. Keep the receipt for your records.
8. Receive your social security card in the mail about 2-3 weeks later (if you do not receive your card within this time, call the Social Security Administration Office at 800-770-2262).
9. After you receive your social security card, provide University Housing Human Resources with the number. You can call us at 608-262-2766 or stop by our office to give us the number in person.

J-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Go to the Social Security Administration Office (6011 Odana Road) to apply for your social security number. **You must take the following** with you to complete the application:
 - Sponsor Letter – *this certifies your birthdate and dates of authorization to work on campus while enrolled as a full-time student.*
 - Your most recent pay stub
 - Completed SSN Packet
 - Foreign passport
 - I-94 form
 - DS-2019

You can call Madison Metro at (608) 266-4466 for assistance in determining bus routes which service this location.

3. Request a receipt from the Social Security Administration Office showing the date you applied for your social security number and how long it will take to receive your social security card.
4. Take your SSN receipt to the University Housing Human Resources Office in the lower level of Slichter Hall. Keep the receipt for your records.
5. Receive your social security card in the mail about 2-3 weeks later (if you do not receive your card within this time, call the Social Security Administration Office at 800-772-1213).
6. After you receive your social security card, provide University Housing Human Resources with the number. You can call us at 608-262-2766 or stop by our office to give us the number in person.

Deadline to Apply for SSN:

- International students must apply for their social security number within two weeks after their start date of employment. The exact date will be communicated to you by Human Resources during your paperwork appointment. Once you apply for a social security number, you must bring your SSN receipt to Human Resources by your established deadline.
- If Human Resources doesn't receive a SSN receipt by the deadline date given, you will be on an employment freeze, meaning you will be removed from future shifts until this is completed.
 - If you have a shift scheduled on the day you are removed from your shifts, you should not report to work.
 - You will have two weeks from the date your employment is frozen to come to the Human Resources Office and show us your SSN receipt.
 - If you do not show us a SSN receipt by the end of the two week period, we will assume you are no longer interested in employment, and as a result you will be terminated for failure to complete this paperwork.
- **Exceptions:**
 - At the start of spring or fall semester, most students arriving to the U.S. for the first time will need to wait the full 30 days to start the SSN process. Your deadline date will be adjusted in order to meet this requirement.
 - NOTE: you cannot apply for a SSN until 30 days before your start date or later.