Social Security Number Application Process: F-1 Visa

Your I-20 Form

30 days after your "program start date" on your I-20, you will be able to start the social security application process.
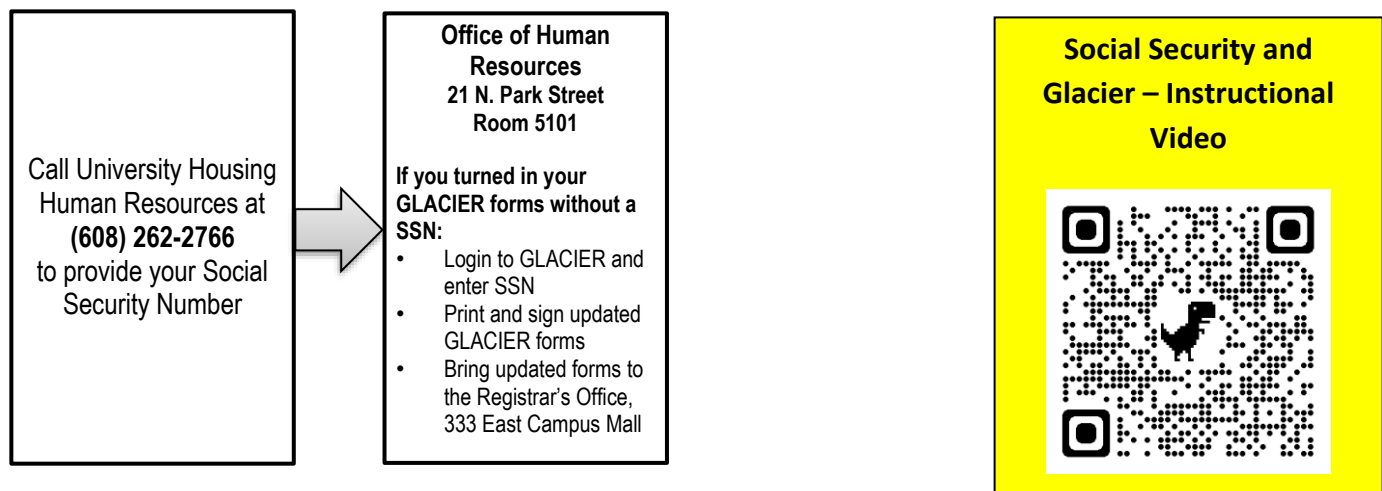
Job Dashboard

Log into your Job Dashboard, and click the button in the 'My Jobs' section that says **Appointment Letter.**

Download and save your appointment letter as a PDF.

Request Social Security Letter from ISS

Submit a SSN Letter Request on Terra Dotta.

You will need to upload your appointment letter (also known as your employment letter).

You can pick up your Social Security Letter from the ISS Office, or request they mail it to you directly.

See instructions on page 4

Submit your Social Security Application
6011 Odana Road
(Bus Route J West)

Submit your application at:
https://secure.ssa.gov/ossnap/public/landingOSsnap

Bring the below documents to the SSA office:
- Letter from ISS
- Appointment Letter (with wet signature) or most recent pay statement
- Passport
- I-94
- Form I-20
- online control number

University Housing Human Resources Office

Once you go to the Social Security Administration office, you will receive an application receipt.

Email your receipt to hr@housing.wisc.edu

Due Date: _____

GLACIER Online Tax Compliance System Process

MyUW Account

Complete your W4 tax form online in your MyUW account. You must check the foreign national checkbox on the form.

Go to the "payroll information" tile and click on "update W4"

Your Computer
(Wisc.edu Email)

You will receive 2 emails from Glacier in 2-3 weeks.

Create/login to your Glacier account.

Complete, print, and sign documents generated from GLACIER system

Office of Human Resources
21 N. Park Street
Room 5101

__Within 48 hours__ of receiving emails, email, OR mail:
- GLACIER-generated forms
- Copies of requested immigration documents (listed on GLACIER forms)

Email: glacier@ohr.wisc.edu
Mail: 21 N Park St. Room 5101
Drop Off: 21 N Park St. Room 5101

If you do not receive 2 emails within 2-3 weeks of completing your W-4 form OR if you have any GLACIER questions, email **glacier@ohr.wisc.edu** for help.

When You Receive Your Social Security Card in the Mail

Call University Housing Human Resources at **(608) 262-2766** to provide your Social Security Number

Office of Human Resources
21 N. Park Street
Room 5101

If you turned in your GLACIER forms without a SSN:
- Login to GLACIER and enter SSN
- Print and sign updated GLACIER forms
- Bring updated forms to the Registrar's Office, 333 East Campus Mall

Social Security and Glacier – Instructional Video

Employment Information for:
International Students on F-1 Visa

Slichter Hall, 625 Babcock Dr, Madison WI 53706
(608) 262-2766   hr@housing.wisc.edu

International Student Employees Must:
☐ Establish **employment eligibility/authorization** (I-9 process
☐ Submit a W-4 form via MyUW
☐ Submit a Direct Deposit form via MyUW
☐ Obtain a **Social Security Number**
☐ Complete the **GLACIER** Online Tax Compliance System process
☐ **Work NO MORE than 20-hours per week** during the academic year (except for breaks)

1. Employment Eligibility/Authorization Verification (I-9 Process)
Provide **ALL** the following documents to University Housing Human Resources:
- Foreign passport
- I-94 arrival/departure form
- I-20 form

OR
- Form I-766 Employment Authorization Document (EAD)

NOTE: All documents must be current (not expired) and original. We <u>cannot</u> accept photocopies of any documents!

2. Obtain a Social Security Number
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.
- Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (https://services.housing.wisc.edu/hrapp)
- Request Social Security letter online on Terra Dotta and receive a letter from the ISS Office addressed to the Social Security Administration stating that you are authorized to work on campus and hold a student employment position on campus.
- Submit an online application for an SSN at https://secure.ssa.gov/ossnap/public/landingOSsnap
- After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number. (You can take the Madison Metro bus Route 3 West to Tokay Blvd. & Odana Rd. Walk west approximately ¼ mile to reach the office).

  You must take the following with you to your appointment:
  o Appointment Letter (This letter must include a "wet" or real signature) **OR** your most recent pay statement (this can be found in your MyUW portal under *payroll information*)
  o Foreign passport
  o I-94 arrival/departure record
  o I-20 form
  o ISS Social Security Letter
  o SS-5 Application Form
     o If you apply online, bring your application online control number (You will receive this number when you complete the online application)

- Request an application receipt from the Social Security Administration Office.
- Email the application receipt to University Housing Human Resources at hr@housing.wisc.edu.
- Receive your Social Security card in the mail approximately 2-3 weeks later.

- Call University Housing Human Resources Office at 608-262-2766 to provide your SSN.
- Once you have obtained your SSN, take it to the Registrar's Office, 333 East Campus Mall, to update their records.

NOTE: If you do not receive your Social Security card within the time indicated on your receipt, call the Social Security Administration Office to follow-up at (866) 770-2262 or (800) 772-1213.

3. Complete the GLACIER Online Tax Compliance System Process

After completing your W4 form (usually 2-3 weeks), you will receive two emails that contain instructions and information you need in order to comply with the submission requirements related to taxes:

1. From the campus Office of Human Resources (UWHRAdministration@ohr.wisc.edu) introducing the GLACIER process
2. From GLACIER (support@online-tax.net) including a username, password and links to register with the online system

You must access the GLACIER system and provide the requested information to the Office of Human Resources located at 21 N. Park Street in Madison <u>within 48 hours</u> of receiving the emails. *If you do not provide the information within 48 hours, the maximum amount of U.S. tax will be withheld from your paychecks. <u>No tax refunds will be allowed for noncompliance</u>.*

- Follow the instructions in the emails you received. ***You will need a computer with internet access that is connected to a printer for this process.*** When you login to the GLACIER system, you will need the following information:
  - Foreign passport
  - Visa
  - I-94 arrival/departure record
  - I-20 form
  - Date and Visa type for your most recent entry into the U.S.
  - Dates and Visa types for ALL previous visits to the U.S. since January 1, 1986
  - Employment Authorization Document (EAD) *if applicable*
  - Social Security number
    NOTE: If you have not received your Social Security Number yet, <u>continue with the process</u>. You will need to go back into the GLACIER system to enter your SSN after it is received.

- Print and sign the GLACIER reports and forms

- Submit all GLACIER-generated documents and the requested immigration document photocopies by emailing glacier@ohr.wisc.edu or by mailing or dropping it off in person at the Office of Human Resources, located at 21 N. Park Street, Room 5101.
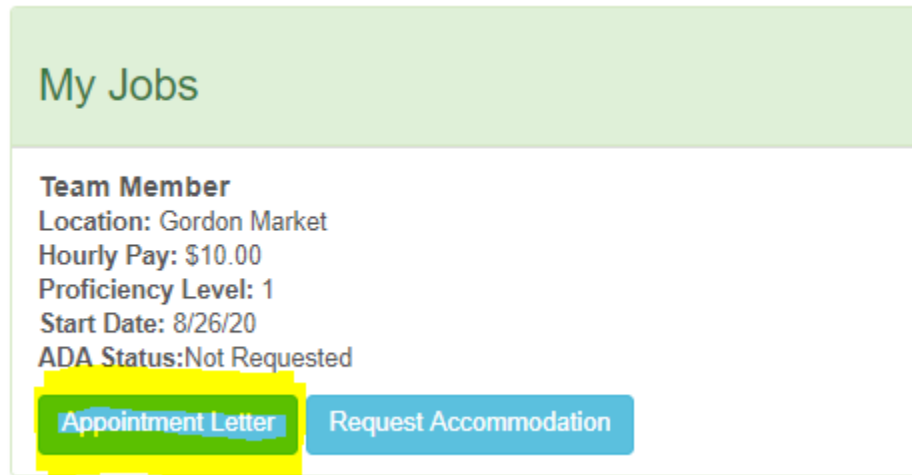
**If you do not have your Social Security Number when you initially complete the GLACIER requirements, <u>you must login to GLACIER again when the SSN is received to update your record</u>. Then <u>you will need to print, sign, and mail the documents again</u> to the Office of Human Resources at 21 N. Park Street, Room 5101.

Obtaining your Appointment Letter

In order to obtain your Social Security Letter, you need to first obtain your appointment letter from your employer.

1. Log into your University Housing Jobs Dashboard to download your Appointment Letter (also known as your Offer of Employment)

    a.   Your dashboard can be accessed here:
         https://services.housing.wisc.edu/hrapp/dashboard/index

    b.   In the 'My Jobs' section of your dashboard, click on the 'Appointment Letter' button, and save the file as a PDF on your computer.

    c.   Print your Appointment Letter

My Jobs

Team Member
Location: Gordon Market
Hourly Pay: $10.00
Proficiency Level: 1
Start Date: 8/26/20
ADA Status: Not Requested

Appointment Letter   Request Accommodation

2. Bring your Appointment Letter to the Human Resources office located in Slichter Hall, when you complete your employment paperwork.

3. An HR Representative will fill out the below information on your Appointment Letter:

- Name of the F-1 student employee
- Description of the employment
- Anticipated or actual employment start date
- Number of hours the student is expected to work
- Employer Identity Number
- Employer Contact Information
- Student's immediate supervisor
- Verification of the employment status (i.e. student has been hired)
- Employer's "wet" signature

<u>Obtaining your Social Security Letter</u>

In order to obtain your Social Security Number, you need to obtain your Social Security Letter from the ISS Office. You can request this letter on Terra Dotta. Follow the steps below to complete this process:

1. [Request the Social Security Letter from Terra Dotta](#) (you will need a copy of your appointment letter for on-campus employment **or** your <u>most recent pay statement</u>).

    > For step-by-step instructions go to: https://iss.wisc.edu/employment/social-security/ and click on 'How Do I Apply for a Social Security Number?'

    a. Select your Visa type (F-1).

    b. Follow the steps on this page to complete the Social Security Letter Request form – remember that you will need to upload a PDF of your Appointment Letter.

    c. Once you submit your request form, you can pick up your Social Security Letter from the ISS Office or have the letter mailed to you.

    d. When you receive your Social Security Letter from the ISS Office, proceed with your application at the Social Security Administration Office.

Social Security Number (SSN)

In the United States, a **Social Security number** (**SSN**) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents.

The main use of your Social Security number (SSN) is to track your Social Security benefits and income for taxes. However, others may use your SSN as a way to identify you. Banks, hospitals, and private businesses frequently reference your personal information with your SSN in order to make their record keeping easier. The fact that much of your private information is tied to one number that belongs only to you can pose some problems.

One of the most common forms of identity theft is when someone discovers your SSN and uses it to access personal information. For example, someone with your name and SSN could walk into your bank pretending to be you, claim that they forgot their (your) account number, and instead provide your SSN. They might make changes to your account by making withdrawals or transferring funds. They could open checking accounts, apply for credit cards and loans in your name, and more. A hacker can use your SSN to view personal information that you have placed online. Many people do not discover that they have become a victim of identity theft until they try to make a big purchase such as a car or house.

You should commit your SSN to memory, and never give it out when it is optional. If someone requests your SSN and you do not understand why they could need it, ask. If you need a password for an online service, do not make it your SSN. If the online service provider automatically makes your SSN your password, change it. Also, you should carefully check your credit card and bank account statements every month to see if there is any unusual activity. If you find something that catches your attention, contact your creditor or bank.

You should keep your Social Security card in a safe place with your other important papers. Do not carry it with you unless you need to show it to an employer or service provider.

GLACIER Tax Compliance System

GLACIER is a secure on-line Nonresident Alien (NRA) tax compliance system that collects tax-related information from foreign individuals receiving funds from the University of Wisconsin-Madison. All foreign nationals receiving funds from the University must have a GLACIER record. GLACIER determines residency status, withholding rates, and income tax treaty eligibility for foreign nationals.

Process Outputs:
- Updated personal Tax Summary Report is produced
- Applicable forms that would allow tax treaty benefits if eligible

Process Considerations:
- Foreign National must have Visa information and an email address on file with the University prior to entering their information into Glacier.
- Foreign National's user names and passwords will be automatically emailed to them directly from Glacier, when they are loaded into Glacier. These are the user names and passwords that the Foreign Nationals should use to log into Glacier for the first time to update their information within Glacier.

Procedure Steps:

To perform this procedure, please follow these steps:

1. Verify Visa information and email address are set up correctly with Human Resources

2. Navigate to GLACIER (Nonresident Alien Tax Compliance System) https://www.online-tax.net/
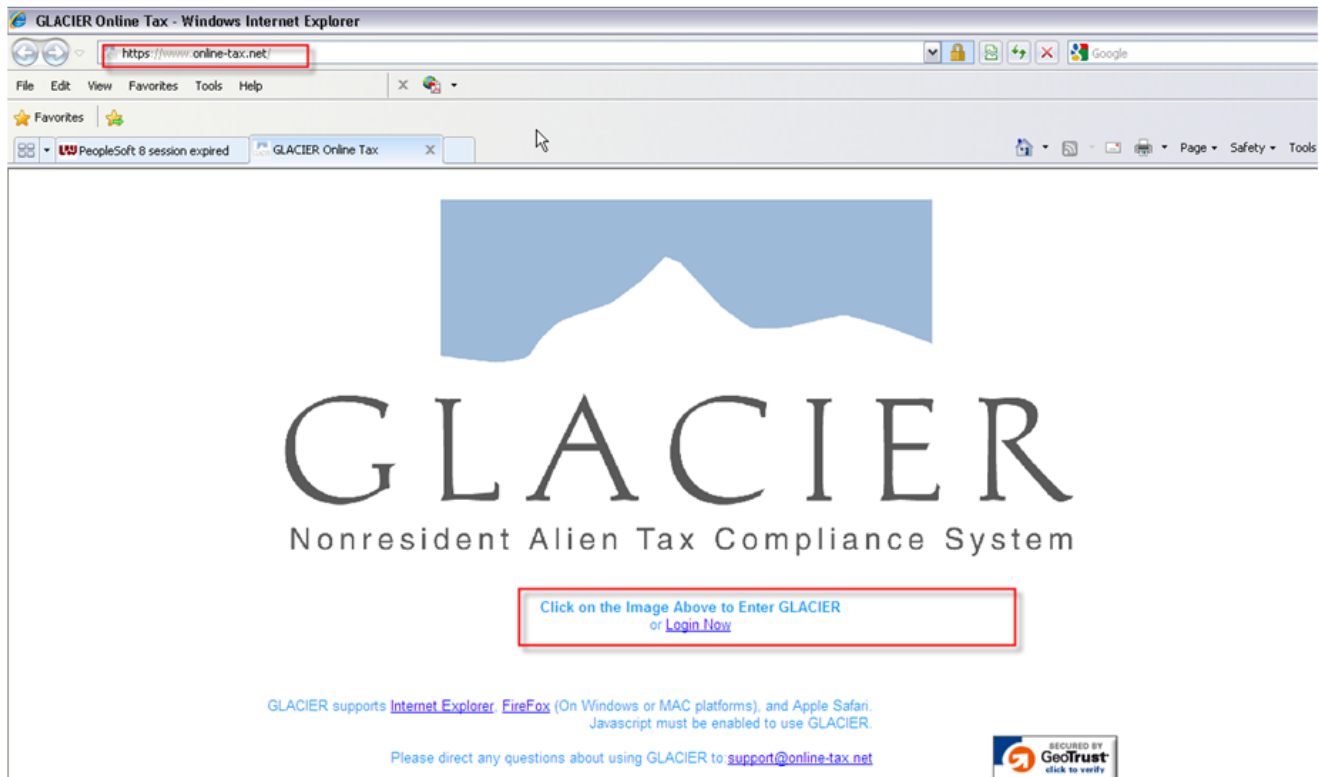
3. Click on the "Login" hyperlink in order to login to Glacier

4. Enter the user name and password that you received via email.

5. Proceed through the steps within Glacier as directed by the instructions shown, updating all relevant information for each step. Please direct any questions about using GLACIER via email to: support@online-tax.net, if the next few steps don't answer your questions.

   1. Navigate to Glacier and click Login Now.
   2. Enter the UserID and Password included in the email.
      NOTE: You will immediately need to change UserID and Password and sign back in using that information.
   3. Review the User Agreement and click I Accept.
   4. Select Create/Update/View my Individual Record and click Next.
   5. Enter information into Glacier, navigating through each page by clicking Next.
      NOTE: if you need assistance entering information into Glacier, contact Glacier support at support@online-tax.net or click the Online Help link.
   6. Review the summary of information on the Tax Summary Report page, then click Next.
   7. Click Print Forms button on the View and Print Forms page.
   8. Click Next go to the Exit and Save page.
   9. Sign and deliver all forms printed from Glacier and all documents listed in the lower right corner of the Tax Summary Report to your institution. Also, provide a copy of your Employment Authorization Card (EAD) or Permanent Residence Card ('green card'), if applicable.

6. Personal Information: If you do not have a Social Security number or Individual Taxpayer Identification number, you will not be allowed tax treaty benefits. However, you must continue to complete all of the other data entry required fields, print your Tax Summary Report and submit it with your immigration documents as noted on the Tax Summary Report.

7. Relationship: Your relationship with the University of Wisconsin depends on your type of job title. There is a possibility that you are paid on multiple titles and may need to select more than one selection.

8. If you are paid on one of the following titles: Fellow, Post Doctorate Fellow, Adv Opp Fellow, Scholar, Post Doctorate Scholar, Trainee, Post Doctorate Trainee, Graduate Intern or Graduate Trainee then you should select the appropriate selection under Non-Service Scholarship/Fellowship category. If you have any other job title, then select the category of Employee/Staff/Faculty/Student/Research Assistant.

9. Income Type: This is based on your Relationship with the University of Wisconsin. If you selected a Relationship of Employee/Staff/Faculty/Student/Research Assistant, then select Income Type of Compensation/Wages/Salary. If you selected a Relationship of one of the following titles of Fellow, Post Doctorate Fellow, Adv Opp Fellow, Scholar, Post Doctorate Scholar, Trainee, Post Doctorate Trainee, Graduate Intern or Graduate Trainee, then select the Income Type of Scholarship or Fellowship (Non-Service).

   1. If you are receiving Income Type of Compensation/Wages/Salary, you must have a Social Security number, if you do not have one, you must apply for one.
   2. If you are receiving Income Type of Scholarship or Fellowship (Non-Service), then you should apply for a Social Security number and if the Social Security Administration will not issue you a Social Security number, then you must apply for an Individual Taxpayer Identification number.
   3. If you are receiving both types of income then you must have a Social Security number.
   4. If you currently have an Individual Taxpayer Identification number and you are only receiving an Income Type of Scholarship or Fellowship (Non-Service), then you do not need to apply for a Social Security number.

10. HRS Employee ID: Leave this field blank or if it is already populated, do not change it. This number is assigned by the Human Resources system and is NOT your Photo ID number.

11. Sponsoring Institution: You should select the appropriate choice, but most people will need to select *Other Institution*.

12. Time Spent in the U.S.:
   1. Original (or anticipated) Date of Entry to the U.S.: This should be the date of your current (most recent) visit to the U.S., if you have been to the U.S. multiple times. Your previous visits will be captured on the next couple of screens. If you changed your status during your most recent visit, still enter the date you came into the U.S.
   2. Date Permission to stay in the U.S. Expires: Use the date from your I-20 (if F status) or DS-2019 (if J status) or I-94 (if other status)
   3. Estimated or Actual Date of Final Departure from the U.S.: If your actual date of departure is not known, the make an estimated guess. If you don't plan on leaving the U.S., you are still required to enter a date, so put it at least to the expiration date of your current status. You may need to change this date in the future as your situation changes.

13. Immigration Status: Please read these two statements carefully and select one of them. This question is again asking about your status on your current (most recent) visit.
   1. If this is your first visit to the U.S. and you have not changed your immigration status, select the first statement.
   2. If this is your first visit to the U.S. and you have changed your immigration status, then select the second statement.
   3. If you have been to the U.S. multiple times, then you only want to look at your status upon entry in the U.S. for your most recent visit. If your status has not changed, then select the first statement.
   4. If you have been to the U.S. multiple times, then you only want to look at your status upon entry in the U.S. for your most recent visit. If your status has changed, then select the second statement.

14. Days Present In the U.S.: The number of days will be calculated for you for your most recent visit through the current date. If you left the U.S. at any time during the calendar year, you will need to enter the number of days you were not present in the U.S. If there are multiple years involved, then you need to enter the number of days by calendar year.

15. Prior U.S. visits: Select one of the two statements. If this is your first visit, regardless of your immigration status, then select the first statement. If you have had multiple visits and they were not covered above, then select the second statement and complete the information for your previous visits.

16. Review your Tax Residency Status Summary, if it is incorrect, the click on Back and correct necessary entries.

17. Tax Treaty Exemption Verification: You will only get this selection if you are eligible for tax treaty benefits. Please read the statement carefully to see if there are any limits that may affect your eligibility for the tax treaty benefits. Then make your selection to claim the tax treaty benefits or not.

18. If you claim the tax treaty benefits, you must complete the next page. Your estimated total Compensation/Wages/Salary would be the gross amount that you anticipate receiving in the current calendar year. This is an estimate and does not need to be exact.

19. Print off all required forms & save changes. Logout of Glacier – your information has been updated.

20. Sign and date your Tax Summary Report.

21. Sign and date all other required forms as listed at the bottom of your Tax Summary Report.

22. Copy your immigration documents that are listed at the bottom of your Tax Summary Report.

23. Turn in your Glacier Tax Summary Report, copies of required immigration documents and all other forms as listed at the bottom of your Glacier Tax Summary Report to the appropriate person as indicated on the instruction page of your Glacier Tax Summary Report.

24. Remember your login and password, because you will need to access Glacier each time you leave the U.S. for any amount of time, have an immigration status change, file for tax treaty benefits next year or to view or print off your annual 1042-S tax form, if eligible.