

# Hiring International Students

**Overview:** All employees of WMU must have a valid Social Security Number to work at the University. Due to homeland security, International Students without a current United States Social Security Number are not able to receive a valid US Social Security Number until after the Drops and Adds period. The following procedure has been developed to allow WMU to legally hire an International Student before he or she receives a valid SSN. The student may apply and work before the SSN is received.

## FOR ALL INTERNATIONAL STUDENTS WITH J or F VISAs

### STEP 1

⇒ The student needs a job offer letter from the hiring **department**, signed by the supervisor.

- The **department** works with International Admissions and Services (IAS) to provide a letter of employment signed by the department/supervisor.
- The letter from the **department** must state where the student is working, the position, the start date, the hours worked, and supervisor name & telephone number.

### STEP 2

⇒ The student must then contact IAS, who will assist the student through the process of obtaining a valid US Social Security Number.

#### BASIC INFO

- The student receives an authorization letter from IAS to take to the Social Security Administration (SSA) Office.
- The student must meet Social Security's eligibility requirements.

### STEP 3

⇒ The student applies for a Social Security Number at the Social Security Administration (SSA) Office.

- Local branch: 317 South Drake Rd - Kalamazoo.
- The student will receive a letter from SSA stating that the student has applied for a SSN.

### STEP 4

⇒ The **department** can submit the Appointment form to hire the student while the social security application is in progress.

- Use the following 'pseudo' social security number to process the form: 999-11-2222.
- Use 999-11-2222 ONLY for new International Students without a U.S. SSN - do NOT use for U.S. citizens.
- Please do NOT give this number to the student as it is not a valid number & they cannot use it elsewhere.
- Do NOT use this number on any other WMU documents.
- The hire date (Appointment Begin Date) is the date the student started working for you.
- A Form I-9 MUST STILL BE COMPLETED WITHIN THREE (3) DAYS OF THE STUDENT'S HIRE!

### STEP 5

⇒ When Human Resources receives the appointment form, a unique placeholder SSN will be assigned for use in the database until the valid SSN is received, allowing the student to be placed on the payroll and receive pay. HR will also send the student an e-mail regarding the completion of the form I-9.

### STEP 6

⇒ The student must pick up his/her check in the Payroll department until Payroll receives notice of the official U.S. Social Security Number.

- Payroll will NOT send paychecks to the **department** if the student has a pseudo number.
- Direct Deposit for students with pseudo numbers will NOT activate until valid U.S. SSN is received by Payroll.

### STEP 7

⇒ Once the student receives the valid U.S. SSN from the SSA Office, s/he must bring the Social Security Number card to Human Resources.

- Human Resources will make a copy of the SSN card and update the number on PeopleSoft.

### STEP 8

⇒ Human Resources notifies Payroll (for check address update) and the Registrar's office (for Banner update) of the new, valid U.S. Social Security Number.

- HR and Banner records are updated with U.S. SSN and the student will be able to access Employee Self-Service.

### NOTES:

- HR will accept pseudo SSNs for 60 days after the start of the semester.
- If HR has not received a valid U.S. SSN, the **hiring department** will be contacted.
  - The **Department is responsible** for follow up with the student to ensure valid US SSN is provided to Payroll.

CONTACTS:	International Admissions and Services:	387-5866
	HUMAN RESOURCES:	387-3620
	PAYROLL:	387-2935