

Employment

Applying for a Social Security Number

As an exchange visitor, you need a Social Security Number (SSN) and card if you plan to work during your time in the United States. Emmaus requires a SSN for payroll records. This number also may be requested if you open bank accounts, rent an apartment or apply for a driver's license.

1. **Report to Emily Strautmann in the Office of Admissions within the first few days of your arrival.** She will update your status in SEVIS and will print off an updated I-20 form.
2. **Secure on-campus employment and obtain a hire form from your supervisor.** As an F-1 student, you are only allowed to work for Emmaus, and you may not work more than 20 hours per week when school is in session. You may work full-time (40 hours per week) when school is not in session.
3. **Bring hire form, F-1 Visa, I-94, passport, and I-20 to the payroll office.** Complete Social Security Card application form at the payroll office. You will receive a letter to take with the application form to the Social Security office.
4. **Go to the Social Security Office with the above paperwork to complete the application process.** The Social Security office is open 9AM to 3:30PM Monday through Friday, (Except Federal Holidays and Wednesdays when the hours are 9AM to NOON) and is located relatively close to Emmaus (note that you are responsible for finding your own ride to the Social Security Office). You must present the following documents to the Social Security office:
 - a. I-94 with your unexpired foreign passport
 - b. F-1 Student Visa (for students other than Canadian)
 - c. Letter from Laurel Rasmussen (Payroll Office) stating that Emmaus has a job for you
 - d. Form I-20 signed by Emily Strautmann (Admissions) stating that you are registered as a student at Emmaus for the current year.
 - e. SS card application form

** All documents must be originals or copies certified by the issuing agency. The Social Security office cannot accept photocopies or notarized copies of documents.
5. **Go ahead and work**, keeping track of time worked on paper time sheets until Social Security Card arrives, which may take several weeks.
6. **When Social Security Card arrives, bring it to Laurel Rasmussen in the Payroll office** and complete tax forms. At this time, you will begin using the TimeClock program to record your hours worked. All back pay will then be paid on the next payroll.
7. **Specific instructions when completing tax forms** (as soon as Social Security Card arrives)
 - a. You must have a U.S. Social Security Card before you can be paid.
 - b. You must file under marital status as "Single" on your W-4.
 - c. You may claim only one (1) tax allowance.
 - d. You may not claim "exempt" status. You are exempt from Social Security tax, but not from income tax withholding.

Directions to Social Security Office:

- Go right on Asbury Road out of Emmaus.
- Turn left onto NW Arterial
- Turn left at third light onto Chavenelle Rd (you will see Medical Associates, Floor Show, and Applebee's).
- Turn left onto Associate's Drive.
- Social Security Office is in the far building to your left at the end of the cul-de-sac.

Please see Laurel Rasmussen in the Payroll Office or Emily Strautmann in Enrollment if you have any questions.