Congratulations on the job offer! Next step is to apply for a Social Security Card (SSC) in order to legally work within the United States

STEP ONE: You will need to obtain a letter from YOUR SUPERVISOR on university letterhead stating the following (see sample on page 2):

- Student’s full name
- Start date of employment
- Number of hours per week they will be working
- Office or department employing the student
- Job title or duties
- Whether the job is for pay or for reduced tuition or scholarship
- Employer EIN # (Cal Lutheran’s is: 95-2962604)
- Employer’s telephone number
- Name of the student’s immediate supervisor
- Signature of the supervisor or department head & title

STEP TWO: Then visit the OISS student portal after you get your employer’s letter, select letter request on the internal platform and upload your employer’s letter. The office will then provide you with a Social Security verification letter stating that you are eligible to work in the United States (current I-20 is required).

STEP THREE: Complete the SS-5 application and include all the documents required on page 2 and 3. (Passport photocopy, I-20, Most recent I-94, School ID card copy, the 2 letters (one from your hiring supervisor)

STEP Four: You will then mail the following documents and SS-5 form to the Social Security Office located at:

322 E. Thousand Oaks Blvd, Thousand Oaks, CA

1. Include both of your letters (Supervisor and Center for Global Engagement)
2. Copy of your Foreign Passport
3. Form I-94
4. Current Form I-20

STEP FOUR: Once the social security office receives your application and all the documents, they will contact you to schedule an in-person appointment. During the appointment request a letter from the Social Security Administration listing your work eligibility and proving that you have applied for an SSN. Wait to receive this letter and once received, bring it with you to the Student Employment Office along with the following forms:

- Form W-4 / I-9
- Foreign Passport with Visa inside
- Cal Lutheran ID
- I-20
- I-94

STEP FIVE: When you receive the Social Security Card in the mail, bring it to the Student Employment Office ASAP. Cal Lutheran will not be able to issue you a paycheck until you have provided us with your social security number and we have scanned in your new card.
September 1st, 2018

To Whom It May Concern,

The Office of Career Services has hired Mike Smith as a Student Assistant beginning on September 5th, 2018. Mike will be filing and answering phones under my supervision, Karen Jones, Career Counselor. Mike will be paid $14.00 per hour for 15 hours per week. The employer ID is 95-2962604. Should you have any questions regarding this employment, please call (805) 493-0000.

Sincerely,

Karen Jones
Career Counselor
California Lutheran University
Form I-9 Completion Instructions for F-1 Students

1. You will only need to complete the first page of the I-9
2. Complete all highlighted fields below
3. Provide one of the following: Your Alien Registration Number, Form I-94 Number, Foreign Passport Number
4. Sign and date the document
5. Bring this completed to the Career Services Office after you have applied for a social security card or if you already have one. Remember: we will also need to scan in your Visa, Foreign Passport, I-20, I-94, social security card (or letter), and your student ID.

Email studentemployment@callutheran.edu with any questions.