

Student Employment for International Students:

In order to be put on Payroll as a student employee, all international students must have a Social Security Number. **Students cannot begin working on campus until they have submitted their application for a SSN with one of the four SSN offices in NYC.**

If an international student already has an SSN upon hiring, they would need to bring an EAF or GA form to the HR office with the following forms of ID: Passport, I20, I94. They can begin work immediately.

To apply for a SSN:

- 1) Upon Hiring, Supervisors must complete a SSN application letter for any international student without a SSN. This letter must be filled out, **printed on Pratt Letter Head**, and signed by the supervisor. The template for this letter can be found here:
https://pratt.studentemployment.ngwebsolutions.com/cm_content.aspx?cpid=13
- 2) Once this letter is complete, please send the student with this letter and a completed EAF or GA form to the Human Resources office. Let them know to bring with them their Passport, I20 and I94 admission number print out.
- 3) HR will assist with copying ID's and beginning all necessary paperwork, then will send the student to the Office of International Affairs. Here they will be given the rest of the information for applying for a SSN.
- 4) At the Social Security Office, the student will be given a proof of application slip. The student should show this to his/her supervisor to notify them that they have applied. All international students can begin to work once this process is completed.
- 5) Students will be sent their SS Card on average in 1.5-2 weeks. Once they have it, they can return to HR with their card to complete their paperwork and their information will be sent to Payroll.

Please note: Every year in the Fall semester, any international students new to Pratt Institute or their student visa must wait **until October 1st** before seeking employment on campus. OIA finishes registering students in SEVIS at this time, and an international student cannot apply for a SSN until this is completed.