Procedure for International Workers

WHAT TO DO...

Follow these steps to complete the process of getting your Social Security Card.

The Office of Human Resources will process your I9 and W4 documents and send an email confirmation to you and your hiring department when you are approved to begin work.

As an international scholar/student worker, you must apply for a Social Security card. You are permitted to work for a limited time (90 days) prior to your receipt of the card. To apply for a Social Security card:

Step 1: Complete the “Request for Social Security Card” form. (Forms are available from ISSS, Human Resources or http://www.fit.edu/isss/documents/forms/SSN_Application_2015.pdf

  a. Complete Section 1 of the form.
  b. Have the Hiring Department complete Section 2.

Step 2: Visit the ISSS (International Student and Scholar Services) Office located on the 3rd floor of Harris Commons. Have ISSS complete Section 3 of the “Request for Social Security Card” form.

Step 3: Visit the Social Security Administration Office located at 1715 W. NASA Blvd. Melbourne, FL 32901. You will need to take the following documents with you when applying for your Social Security number:

  - Completed “Request for Social Security Card” form
  - Your valid passport (expiration date cannot be within 90 days of hire date)
  - Your visa
  - Your original form I-20, DS-2019, or I-797
  - Your Form I-94

  Your Social Security card will be mailed to you, usually within 3 weeks.

Step 4: Bring your Social Security card to the Office of Human Resources. You will be asked to add the newly-assigned number to your original I9 and W4 documents. Note – your original Social Security card must be presented during this visit.

  Important – if you cannot present your Social Security card within 90 days of submitting your I9 and W4 documents, you are not permitted to continue working. Your department would be notified to end your position, and you are ineligible to work in any campus position until the Social Security card is received.

Step 5: As recommended by the Social Security Administration: Protect your Social Security card and number from loss and potential identity theft. DO NOT carry the card with you. Keep it in a secure location and only take it with you when you must show the card to obtain a new job, open a new bank account, or obtain benefits or services from certain government agencies. Additionally, do not allow others to use your SSN as their own.