



### Instructions for Candidate without a Social Security Number (SSN)

You should have notified your Hiring Manager and/or HR Liaison of your international status upon being chosen as a finalist.

The Hiring Manager/HR Liaison is responsible for notifying HR when they submit the hire form of your status.

***Please note that we cannot extend an official job offer and you cannot start working without a SSN and card in hand.***

You as the candidate, must go to the Office of International Student & Scholar Services (ISSS) located in **SASC 230** (phone: 305-348-2421) so that they can provide you with the template letter of intent they require from your hiring department.

- [ISSS](#) Sample Hiring Department Letter for Application for SSN

Once you have that letter of intent completed by the hiring department on their letterhead, you will take it back to the ISSS office and they will get you started with the documents needed to go request a SSN from the Social Security Administration office.

We suggest also bringing the following documents when you take the letter of intent to ISSS:

- Passport
- Visa
- I-94
- I-20, DS2019, Employment Authorization Card, or any other Employment Authorization documents (EAD)
- Request your On-Campus Employment Certification (it takes them up to 3 weeks to prepare and you will need upon official offer)

You can still proceed with calling to schedule your Fingerprinting appointment through the Talent Acquisition & Management office at: 305-348-2500 (only if your Pre-Screening Clearance email notified you to do so).

Once you have your Social Security Card in hand, then you can respond to the Truescreen background (if applicable). Once that clears along with any other pre-screening requirements, and the offer is approved, we will proceed to extend the official job offer with an official offer letter for you to start working.

You can contact Talent Acquisition & Management at 305-348-2500 with any questions you might have. (Hours: Monday through Friday, 8:30AM to 5:00PM)