



Faculty of Arts and Science
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Instructions for New Student Employees

All documents can be found on Albert.

1. **Make sure:**
 - a. You have attended an OGS check-in workshop or uploaded your immigration documents to OGS online
 - b. You are registered full-time for the current semester (12 credits)
 - c. You have a current local US address in Albert
2. **Gather copies of your I-94 and record and your NYU job offer letter to the OGS.** Your department must use this job offer letter template copied onto department letterhead and your supervisor's signature must be in blue ink. Please note, your name listed on the letter **MUST** match your name listed on your passport. The letter must be on **ONE PAGE**.
3. Complete the Request for On-Campus Employment verification Letter
4. **Collect your OGS On-Campus Employment Verification Letter** (you will receive an e-mail within 5 business days to pick it up).
5. **Go to the Social Security Administration Card Center** closest to where you live with the following documents:
 - a. Unexpired passport (valid at least 6 months into the future)
 - b. I-94 record marked "F-1 D/S"
 - c. NYU I-20
 - d. NYU ID card or another form of photo ID
 - e. Your original NYU job offer letter
 - f. Your original OGS on-campus employment verification letter
 - g. A completed SSN application (SS-5)
6. **Bring a receipt confirming application for your SSN** to the Wasserman Center or you hiring human resources officer before your job start date. NYU will not approve an on-campus student appointment application without this SSN application receipt.

Contact oncampusemployment@nyu.edu with any questions regarding your employment

Contact the Office of Global Services for any visa-related questions