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**