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on behalf of Donna J. Neideigh [djn1@psu.edu]
Sent: Monday, August 13, 2002 4:06 AM
To: L-ACTPAY@LISTS.PSU.EDU
Subject: **New Version of note to HR Reps and FOs**

This is meant to go along with the message sent to you by Donna Neideigh regarding social security numbers.

Monday morning the Social Security Administration (SSA) notified all offices of new rules nationwide regarding the issuance of social security numbers to students in F-1 immigration status. Before accepting a social security application from F-1 students, the SSA requires that the International Students and Scholars office verify the on-campus work eligibility and the full-time enrollment of each F-1 student. Therefore, it is important that students register for a full course load (9 credits for graduate students and 12 credits for undergraduate students).

Because of this requirement, we will not be able to do most of the social security applications and I-9s during our international student orientation check-in on August 14 and 15.

- As soon as students enroll full time, they should come to ISS in ISS in 222 Boucke to get their social security letters.
- When the SSA accepts their applications, the students will be given a receipt.
- Students should bring the receipts to ISS so that we can process the I-9s with the temporary numbers.

We regret the delay in the appointments of new graduate assistants, but this is causing International Students and Scholars much additional work as well and is due to new requirements of the SSA of which we have no control.

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