SSN process for temporary SSN

- Student employee must be in the country for 10 days before they can apply for SSN.
- Department will need to provide an offer of employment letter for the student employee to give to the Social Security Office, this letter needs to include:
  - Name of student employee
  - Description of employment
  - Employment start date
  - Number of hours expected to work
  - Supervisor contact information
  - Signature with title and date
  - TTU’s EIN#75-6002622
- Once the student employee has applied for a SSN they will be given a receipt, please attach a copy of this receipt to an email sent to hrs.compensation.operations@ttu.edu.
- We will work with Payroll to get a temporary SSN assigned so that you can process an epaf for your student employee.
- Once the original SS card has been received, have the employee bring it to your office. Please email a legible photo copy to Comp & Ops and we will update the employee’s record with the correct number.