Step 1: Obtain Authorization to Work on Campus

Submit the following documents to OIP front desk during OIP office hours:

1. A completed and signed OIP On-Campus Employment Certification Form (OCEC) form. Download this form at http://oip.sfsu.edu/f1formsadvising
2. Photocopy of your passport
3. I-94 arrival record (Print it online at https://i94.cbp.dhs.gov)
4. On campus job offer letter: Job offer letter is required for students who need to apply for Social Security Number (SSN). On campus employer can download the job offer template at http://oip.sfsu.edu/ssn

The signed OCEC form and a SSN support letter (only for students who needs to apply for SSN) will be ready for pick up at OIP front desk the following business day after 3PM.

Step 2: Apply for SSN (Skip this step if you already have a SSN)

Find the nearest Social Security Administration office at https://www.ssa.gov/locator/ and apply for a SSN in person. Bring I-20 or DS-2019, passport, I-94, and on campus job offer letter with you. See http://oip.sfsu.edu/ssn for more details. It may take a few weeks for you to receive a SSN. You must have a SSN in order to complete I-9.

Step 3: Complete I-9 Employment Eligibility Verification

<table>
<thead>
<tr>
<th>If you are working as a Student Assistant:</th>
<th>If you are working as a Graduate Assistant (GA) or Graduate Teaching Assistant (GTA):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring the following documents to Dean of Students Office in Student Service Building (SSB), Room 403 during the “Student I-9 Authorization hours”. Bring the following documents:</td>
<td>Skip Step 3. Proceed to Step 4.</td>
</tr>
<tr>
<td>*I-9 can only be completed during the Student I-9 Authorization hours. Please check the hours at <a href="https://dos.sfsu.edu/">https://dos.sfsu.edu/</a> before you visit SSB 403.</td>
<td>If you are working with auxiliary (such as Associated Students, Inc. or University Cooperation), or any other on campus commercial employers (such as SFSU Bookstore, Café 101 or Taqueria):</td>
</tr>
<tr>
<td>1. A photocopy of the OCEC form. Keep the original OCEC form with you.</td>
<td>Skip Step 3. Complete I-9 with your employer then proceed to Step 4.</td>
</tr>
<tr>
<td>2. Original Passport (No photocopy)</td>
<td></td>
</tr>
<tr>
<td>3. Social Security Card (Not necessary if you have memorized your SSN)</td>
<td></td>
</tr>
</tbody>
</table>

Step 4: Complete Payroll Forms

Schedule an appointment online at http://fisaff.sfsu.edu/taxservices with the University Tax Specialist (Fiscal Affairs, Administration Building, Room 358). Click the link for “Make appointment with the Tax Specialist”. Bring the following documents to your appointment:

1. Photocopy of the OCEC form
2. I-94 arrival record
3. On campus job offer letter
4. Photocopy of your passport and visa
5. Photocopies of I-20 or DS-2019
6. Photocopy of your Social Security Card

If you are working as a Student Assistant, you must complete I-9 at SSB 403 BEFORE your appointment.

You will receive your payroll forms at the end of the appointment. Bring the forms back to your on campus employers and start working!