

## 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

<p>If you are working as a Student Assistant:</p> <p>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:</p> <ol style="list-style-type: none"><li>1. A photocopy of the OCEC form. Keep the original OCEC form with you.</li><li>2. <b>Original</b> Passport (No photocopy)</li><li>3. Social Security Card (Not necessary if you have memorized your SSN)</li></ol> <p><b>*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.</b></p>	<p>If you are working as a Graduate Assistant (GA) or Graduate Teaching Assistant (GTA):</p> <p><b>Skip Step 3. Proceed to Step 4.</b></p> <p>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):</p> <p><b>Skip Step 3. Complete I-9 with your employer then proceed to Step 4.</b></p>
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## Step 4: Complete Payroll Forms

Schedule an appointment online at <http://fiscaff.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!