

## INTERNATIONAL STUDENTS

**Social Security Number Request****In order to apply for a Social Security Number you will need to:**

- ☐ Secure employment
- ☐ Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student
- ☐ Obtain the Employment Verification Letter from the Office of International Affairs
- ☐ Have your employer complete Section 1 of the Employment Verification Letter
- ☐ Come to the Office of International Affairs during scheduled advising hours with Section 1 of your Employment Verification Letter completed. Once you have done so, an Immigration Coordinator will complete the form by signing Section 2.

**The Social Security Administration requires the following items in order to apply for a Social Security Number:**

- ☐ Passport
- ☐ I-94 card (Print a copy at [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov))
- ☐ Form I-20 or DS-2019
- ☐ Complete Employment Verification Letter
- ☐ Complete Form SS5, which can be downloaded at [ssa.gov/forms/ss-5.pdf](http://ssa.gov/forms/ss-5.pdf)

The Social Security Administration is located at 200 N. High Street in the Federal Building. If you do not have a car or someone to drive you, take the #2 COTA bus South on High Street. Ask the bus driver to let you off at the nearest bus stop. Visit [ssa.gov](http://ssa.gov) for the most up to date business hours.

**Once you receive your Social Security Number by mail you must:**

- ☐ Upload a copy of your SSN card via the University Registrar's [website](#).
- ☐ Provide a copy of the card to the Human Resources Officer for the department with which you are working at Ohio State.

**Identity Theft and Your Social Security Number**

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information, visit [socialsecurity.gov/pubs/10064.html](http://socialsecurity.gov/pubs/10064.html).

**Tax Information**

Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return which is due on April 15 of the following year. As a nonresident alien, you are also required to file a tax

return, which is sometimes called Form 1040NR or Form 1040NR-EZ. As an employee of The Ohio State University, you will complete your tax return through the Glacier web site.

## **Form 1042-S**

In order to complete your tax return, you will need some basic information about your employer, as well as detailed information about how your income over the past year. As a nonresident alien, you will receive this information through Form 1042-S; U.S. citizens receive this information through Form W-2.

Ohio State is required to furnish your yearly 1042-S by March 15 of the following year. You may elect to receive your 1042-S online through Glacier. Otherwise, you will receive a copy of Form 1042-S by U.S. Mail.

Some nonresident aliens may receive both a W-2 and a 1042-S. If this applies to you, then you may refer to W2 Online for instructions on how you can access your W-2 through the ePayroll system.

## **Glacier**

As a foreign national, you may already know how daunting understanding your tax obligations can be. That's why the university has provided you with a program called Glacier.

Glacier is a web-based computer program that provides a "beginning to end" tax compliance solution. Once the university determines that you are a nonresident alien, you will receive an email to your osu.edu email address directing you to the Glacier website ([online-tax.net](http://online-tax.net)) with a password for entry. After asking a few simple questions, the Glacier program will guide you through the tax filing process.

Glacier does the following:

- Makes tax residency, withholding and income tax treaty determinations
- Manages all paperwork
- Maintains data
- Provides you with next steps
- Prepares reporting statements to be mailed to the IRS

If you are a nonresident alien and you have not received Glacier information, please contact the Tax Office at [taxoffice@hr.osu.edu](mailto:taxoffice@hr.osu.edu). Additional resources can be found at [hr.osu.edu/payroll/tax](http://hr.osu.edu/payroll/tax).





Manager  
Social Security Administration  
Federal Building  
200 North High Street  
Columbus, OH 43215

## Employment Verification Letter

*Wait at least two weeks from the date on your I-94 to apply and after the first week of classes if you are a new international student.*

### Section 1: To Be Completed by the Student's Employer (Please Print)

Student's Name as Stated in Passport: \_\_\_\_\_

Student's University ID Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employment Identification Number (EIN): \_\_\_\_\_

For Employers Other Than The Ohio State University

Employment Identification Number for The Ohio State University: 31-6025986

Nature of Student's Job: \_\_\_\_\_

(Such as food preparer, library aide, research assistant, etc.)

Employment Start Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

**As the student's employer, I verify that the above stated employment information is accurate.**

Printed Name and Title of Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet is available online at [socialsecurity.gov/employer/hiring.htm](http://socialsecurity.gov/employer/hiring.htm).

### Section 2: To Be Completed By the Office of International Affairs

**I certify that the above named student is enrolled as a full time student at The Ohio State University.**

Printed Name of Immigration Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_