

MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors and Department Heads

FROM: Gary E. Leitnaker, Director
Division of Human Resources

DATE: August 26, 2003

SUBJECT: Social Security Numbers for Foreign Nationals

Kansas State University, in compliance with regulations set by the State of Kansas, Department of Administration, requires that everyone have a social security number (SSN) prior to employment. Retroactive appointments will not be made as potential employees must not be allowed to work without a SSN.

Due to the terrorist attacks of September 11, 2001 along with the problem of identify fraud, the Social Security Administration (SSA) changed its processes in assigning SSN to foreign residents. Before assigning a new SSN for a foreign resident, the SSA will verify the documents with the Bureau of Citizenship and Immigration Services (BCIS). If verification is not available in the Student and Exchange Visitor Information System (SEVIS), the Bureau's online system, a delay in issuing SSN and cards will occur. This delay can be from two to twelve weeks and sometimes longer. Information regarding the requirements needed to obtain a SSN for foreign residents at Kansas State University may be found at <http://www.ksu.edu/hr/infomgmt/SSNRequirementsNRA.pdf>.

The Department of Administration has agreed to allow K-State to assign temporary identification numbers for those students on assistantships or exchange visitors who experience delays in obtaining a SSN of 30 days or more from the submission date of application provided certain documents have been submitted for their approval. A Request for Temporary ID for Foreign Graduate Students or Exchange Visitors and detailed information are available at <http://www.ksu.edu/hr/infomgmt/imalienform.htm>.

This request may only be filed for students on assistantships or exchange visitors who are experiencing delays in obtaining a SSN of **30 days** or more from the submission of the application. In addition, requests will not be accepted any later than October 31 of any year as every effort must be made to obtain a permanent SSN prior to wage and tax reporting for the calendar year. Every reasonable effort must be made to obtain the SSN prior to requesting a temporary ID and the volume of requests is expected to be low. In these situations, the employee must not be allowed to work until a temporary ID is assigned.

Any questions regarding related employment regulations may be addressed to Frieda Beat, Division of Human Resources, Payroll & Employee Data, 532-6277; questions regarding on-campus work authorization may be addressed to the International Student Center for all foreign residents, including students, faculty and staff.