CLEMSON UNIVERSITY EMPLOYMENT GUIDELINES AND SOCIAL SECURITY APPLICATION PROCEDURES

International Faculty, Research Scholars, Short-Term Scholars and Specialists on J1 Visas
International employees cannot start work before completing these procedures. New or extended employment eligibility documents and changes in immigration status require immediate re-verification of employment with Clemson University's Office of Human Resources.

**J1 Employment Guidelines for International Faculty, Research Scholars, Short-Term Scholars and Specialists on J1 Visas**

**Pre-Planning** (Documents must be the original and current.)

- **Eligibility Requirements**
  - Complete required international SEVIS check-in process with International Services by clicking [HERE](#). Your SEVIS status must be changed to ACTIVE before you can apply for a Social Security card or complete your employment process.
  - Maintain valid immigration status

- **Required Employment Documentation**
  - See listing of acceptable documents [HERE](#).
  - A U.S. Social Security card or a receipt letter from Social Security indicating that an application for a SSN card has been approved.
  - Official Clemson University job offer letter

- **Required Documentation to Establish U.S. Tax Residency**
  - Academic Training Letter (if post-doctoral training at Clemson while enrolled at another university) + that university's DS2019
  - Form DS2019 issued by Clemson University, Office of Global Engagement
  - Unexpired foreign passport with U.S. work authorized visa
  - Form I-94
  - Immigration documents from prior trips to U.S.

**Procedures**

- **I**
  - Complete the required international SEVIS check-in process with International Services by clicking [HERE](#).

- **II**
  - Make an appointment with the Office of Human Resources (OHR) by calling 864-656-2000 or click [HERE](#) to schedule an appointment electronically.

- **III**
  - Apply for a U.S. social security card if you do not possess one. See next page for application procedures.

- **IV**
  - Click [HERE](#) and complete the International Information form; print, sign, date the form and bring it to your scheduled meeting with OHR.

- **V**
  - Keep your scheduled appointment in OHR, and bring all necessary documentation as listed above + the International Information form from Step IV.

- **VI**
  - OHR will notify your hiring department of your employment status; your hiring department will notify you when you can begin work. See your hiring department contact for compensation questions.
International employees cannot start work before completing these procedures. New or extended employment eligibility documents and changes in immigration status require immediate re-verification of employment with Clemson University's Office of Human Resources.

### Guidelines for Obtaining a U.S. Social Security Number (SSN) for International Faculty, Research Scholars, Short-Term Scholars and Specialists on J1 Visas

#### Pre-Planning

**Eligibility Requirements**
- Complete required international SEVIS check-in process with International Services by clicking HERE. Your SEVIS status must be changed to ACTIVE before you can apply for a Social Security card or complete your employment process.
- At least 10 days in the U.S.

**Required Documentation** (You must take originals of these documents to the Social Security Administration Office when you apply.)

- Document issued by the U.S. Department of State (DOS): form DS 2019
- Unexpired foreign passport with U.S. work authorized visa
- Official Clemson University job offer letter

#### Procedures

<table>
<thead>
<tr>
<th>I</th>
<th>II - A</th>
<th>II - B</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify that you meet the prerequisites above and gather all necessary documents.</td>
<td>SELECT DATES IN JULY/AUGUST ONLY: Visit HERE (Announcements) to find dates and and registration for transportation provided to Anderson’s Social Security Administration. Bring original documents and one copy of each document.</td>
<td>At all other times, visit Anderson, SC’s Social Security Administration office. Click HERE for directions and the holiday schedule; Office Hours are 9 a.m. to 3 p.m. M,T, Th, F; 9 a.m. to noon W.</td>
<td>Request receipt letter from the U.S. Social Security office indicating that your application for a SSN has been approved.</td>
<td>Take letter of receipt attained in Step III to the Office of Human Resources (OHR), Administrative Services Building, Clemson University.</td>
<td>When you receive your U.S. SSN card, you must bring this card to OHR for completion of your employment and payroll paperwork.</td>
<td>OHR will notify your hiring department of your employment status; your hiring department will notify you when you can begin work. See your hiring department contact for compensation questions.</td>
</tr>
</tbody>
</table>

Choose location.