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.

**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

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<td>Complete the required international SEVIS check-in process with International Services by clicking HERE.</td>
<td>Make an appointment with the Office of Human Resources (OHR) by calling 864-656-2000 or click HERE to schedule an appointment electronically.</td>
<td>Apply for a U.S. social security card if you do not possess one. See next page for application procedures.</td>
<td>Click HERE and complete the International Information form; print, sign, date the form and bring it to your scheduled meeting with OHR.</td>
<td>Keep your scheduled appointment in OHR, and bring all necessary documentation as listed above + the International Information form from Step IV.</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>
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See listing of acceptable documents [HERE](#).
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
  - Form I-94
  - A properly completed U.S. SSN card application. This application can be obtained by clicking HERE.
  - Official Clemson University job offer letter

**Procedures**

1. **I**
   - Verify that you meet the prerequisites above and gather all necessary documents.
   - **II - A**
     - 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. OR
2. **II - B**
   - 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.
3. **III**
   - Request receipt letter from the U.S. Social Security office indicating that your application for a SSN has been approved.
4. **IV**
   - Take letter of receipt attained in Step III to the Office of Human Resources (OHR), Administrative Services Building, Clemson University.
5. **V**
   - When you receive your U.S. SSN card, you must bring this card to OHR for completion of your employment and payroll paperwork.
6. **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.