

### Application Requirements and Process

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

**Note:** Social Security Numbers are required for all appointment titles, EXCEPT those titles listed below under ITIN number.

Visa Status	Original Documents required when applying for Social Security Number or Individual Taxpayer Identification Number	Identification Number Needed	Application Process
Permanent Resident	<b>Green Card OR I-551 Stamp</b> on Passport	Social Security Number	<b>Social Security Number process:</b> 1. You must wait to apply for your Social Security Number until AFTER your employment begin date and AFTER you have been in the U.S. for at least 30 days. In addition, students must wait until AFTER the third week of classes. 2. Take the original documents indicated in Column 2 and apply at the local social security office at: 6011 Odana Rd., Madison, WI 53719 (Phone: 1-866-770-2262).
Permanent Resident Applicant	A valid (not expired) <b>Employment Authorization Document (EAD)</b> and <b>I-797 Notice of Action</b> showing receipt of application to adjust status.	Social Security Number	
F-1 Student  ( <b>NOT</b> in appointment as Post Doctoral Fellow* or Trainee, Graduate Intern/Trainee, Fellow, Scholar, Trainee or Advanced Opportunity Fellow)  * does not mean Research Associates	<b>Letter from International Student Services Office</b> signed by a Designated School Official confirming student status and eligibility to be employed  <b>Passport, Visa, I-94 Departure Record card and I-20 Form</b> , *If student is on "Optional" Practical Training, also attach a valid <b>EAD</b> indicating "Practical Training"	Social Security Number	<b>Social Security Number process:</b> 1. You must wait to apply for your Social Security Number until AFTER your employment begin date and AFTER you have been in the U.S. for at least 30 days. In addition, students must wait until AFTER the third week of classes. 2. Must have completed enrollment as a full-time student. 3. Make application in person at the International Student Services Office (ISS) for your letter from a Designated School Official. To obtain this letter you must present your letter from your department on University letterhead confirming your appointment. 4. Receive the ISS office letter indicating you are a full-time student and eligible to be employed. 5. Take the items indicated in column 2 to the local social security office at: 6011 Odana Rd., Madison, WI 53719 (Phone: 1-866-770-2262). 6. A few weeks after your application, you will receive your Social Security Card in the mail. You must inform UW Payroll of this number by logging into your GLACIER online tax compliance system account and adding it to your record. You will be directed to print a new GLACIER Tax Summary Report and any tax treaty forms, if eligible. All forms must be signed and delivered to 21 N. Park Street, Suite 5101, Madison, WI 53715, as soon as possible.

If you are an international student or employee receiving income from UW-Madison and do not have a Glacier account, please email [Glacier@ohr.wisc.edu](mailto:Glacier@ohr.wisc.edu) to request one.

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Visa Status	Original Documents required when applying for Social Security Number or Individual Taxpayer Identification Number	Identification Number Needed	Application Process
F or J visa holders (In appointment as Post-Doctoral Fellow* or Trainee; Graduate Intern/Trainee, Fellow, Scholar, Trainee or Advanced Opportunity Fellow)  * does not mean Research Associates	<b>Passport, Visa, I-94 Departure Record card, I-20 or DS-2019 Form and Letter of Offer:</b> *If student is on "Optional" Practical Training, also attach a valid <b>EAD</b> indicating "Practical Training"	Individual Taxpayer Identification Number ( <b>ITIN</b> ) required for these appointment titles (unless you have a social security number): Post Doctoral Fellow* Post Doctoral Trainee Graduate Intern/Trainee Fellow Scholar Trainee Advanced Opportunity Fellow	<b>ITIN process:</b>  If you will receive a scholarship, fellowship or travel reimbursement through UW Payroll or Accounts Payable and are not eligible for a Social Security Number, apply for an Individual Taxpayer Identification Number (ITIN) at your local IRS office as soon as possible. More information is available in the 'How to apply for the Individual Taxpayer Identification Number (ITIN)' section of the following webpage: <a href="https://businessservices.wisc.edu/accounting/tax-compliance-and-reporting/nonresident-aliens/">https://businessservices.wisc.edu/accounting/tax-compliance-and-reporting/nonresident-aliens/</a>  Once you receive your ITIN, enter it into your UW-issued Glacier account and provide it to your Accounts Payable office as soon as possible.
J-1 Student	<b>Letter</b> from your sponsor authorizing employment  <b>Passport, Visa, I-94 Departure Record card and DS-2019 (formerly IAP-66)</b>	Social Security Number	<b>Social Security Number process:</b>  1. You must wait to apply for your Social Security Number until AFTER your employment begin date and AFTER you have been in the U.S. for at least 30 days. In addition, students must wait until AFTER the third week of classes.  2. Take the original documents indicated in Column 2 and apply at the local Social Security office at 6011 Odana Rd. in Madison.  3. A few weeks after your application, you will receive your Social Security Card in the mail. You must inform UW Payroll of this number by logging into your GLACIER online tax compliance system account and adding it to your record. You will be directed to print a new GLACIER Tax Summary Report and any tax treaty forms, if eligible. All forms must be signed and delivered to 21 N. Park Street, Suite 5101, Madison, WI 53715, as soon as possible.
J-1 Professor or Researcher (Non-Student category)	<b>Offer Letter</b> from your employing department <b>Passport, Visa, I-94 Departure Record card and DS-2019 (formerly IAP-66)</b>	Social Security Number	
J-2 Spouse	<b>Passport, Visa, I-94 Departure Record card and a valid (unexpired) EAD</b>	Social Security Number	
H-1B/O-1 Distinguished Worker - or - E3 Australian Treaty Worker	<b>Offer Letter</b> from your employing department <b>Passport, Visa, I-94 Departure Record card and I-797, INS Notice of Action (for H-1B and O-1 only)</b>	Social Security Number	
TN 'North American' Professional	<b>I-94 Departure Record card and Picture Page of Passport</b>	Social Security Number	

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