



Multicultural Affairs Student Affairs and Campus Inclusion

The information that is shared here is based on federal regulations and university policies as of August 2025.
This information is subject to change in the future.

On-Campus Employment Overview

Starting from your first day as a full-time enrolled student at MSOE, you can secure an on-campus job. You can work part-time (typically ~10 hours per week) during school weeks or full-time (40 hours per week) during break weeks. If the position you have applied for is categorized as an academic year job, you will require extra paperwork to work during the summer break. Questions can be directed to the Office of Human Resources (HR).

Please note that you must have been in the country for **at least 10 days** before you can apply for your Social Security number (SSN).

Search for On-Campus Positions

1. Find an on-campus job.
 - a. Note: You cannot do a job that says “Work Study” in the listing. They are for domestic students only. Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.
 - b. [Link to MSOE on-campus jobs](#)
 - c. [Link to Sodexo, the dining service company, on-campus jobs](#)
2. Apply for as many jobs as you wish.
3. If you get the job, you will receive a Student Contract from your supervisor.

Understand Regulations and Obtain SSN

4. Review the information in the “**Getting your SSN**” presentation on [myMSOE](#).
 - a. myMSOE > Students > International Student Info > International Student Forms > Getting your SSN Presentation and Quiz
 - b. **You must review the presentation and take the quiz in order to get your SSN Support Letter.**
5. Take the **required quiz** and pass with at least 75%. The quiz can be taken multiple times.
 - a. If you pass the quiz with at least 75%, please be sure to wait for two hours before going to HR.
6. Once you pass the quiz, bring the original signed student contract/offer letter to HR (CC 337) and ask for the **SSN Support Letter**.
 - a. **Note:** If you accept a job from Sodexo, the dining services company, you will need to email Multicultural Affairs after you take the quiz. Multicultural Affairs will send you the SSN Support Letter via email, not HR.
7. Complete the [SSN Application Form](#) online.
 - a. **Note:** Pay attention after you complete the application because you should be prompted to make an appointment. This has typically been the easiest way to make an appointment.
 - b. You should receive a reference number that starts with the letter “O”. Write down this reference number.
8. [Make an appointment](#) at your local Social Security Office. You will need an appointment and cannot walk in for processing.
 - a. How to make an appointment
 - i. Sign up for an appointment after completing your SSN Application Form
 - ii. Go to [Social Security Online Services](#) webpage, make an account, sign up for an appointment online.



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b. Local office:

[Social Security Administration](#)

Room 260

310 West Wisconsin Avenue, Milwaukee, WI 53203

Phone: (866) 467-9626 OR the toll-free number at (800) 772-1213

Hours: M-F 9:00am-4:00pm

Documents to take with you:

- Passport
- Form [I-94](#)
- Form I-20
- SSN Support Letter from HR
- [SSN Application Form](#)

Remember to do the following:

- Use the legal name that is printed on your Form I-20 to apply for the SSN.
- This form is not created by MSOE. You must talk to the Social Security Administration if you have any questions. MSOE staff are not employees of the federal government and cannot help you complete the SSN Application Form.
- The building has security scanners/metal detectors (like an airport), so only take what you need.
- When you get to the office, check in and be prepared to present your documents and meet with a representative.
- When finished, **ask for a receipt showing your SSN**. You can take this receipt to HR, and you can begin working at MSOE right away after that. If you do not get a receipt, you need to wait for the SSN card to arrive in the mail before you can work on campus

Complete Other Paperwork and Get Paid

9. Go to HR or Sodexo with your receipt or SSN card and fill out the necessary paperwork. You need to do so before you can start your job and get paid.

Note: This publication is not intended to provide legal advice but to provide information on legal matters. If you are looking to work with an immigration attorney for any reasons, please contact [the State Bar of Wisconsin](#). You can also check [this website](#) for advice provided by the Association of International Educators (NAFSA).