

On-Campus Employment

From the first day you are as student at MSOE, you can get an on-campus job and work up to 10 hours per week, and up to full time (40 hours) on break weeks.

You must have been in the country for at least 10 days before you apply for your SSN.

Find a job

1. Find an [on-campus job](#) (Note: You cannot do a job that says “Work Study” in the listing)
2. Apply for the job
3. If you get the job, you will receive a **Student Contract**

Get a Social Security Number

4. Bring the student contract to the **Human Resources (HR) Office** (Room 337 on the 3rd floor of the Campus Center Building) and ask for a **Social Security Number Letter**.
5. Complete the [Social Security Number \(SSN\) Request form](#) on your myMSOE page.
6. Go to the Social Security Administration Office Monday – Friday 9am-4pm
[Social Security Administration Office](#)
2nd Floor - Room #260
310 W Wisconsin Ave, Milwaukee, WI 53203
Phone Number: (866) 467-9626

Things to take with you:

- Passport**
- [I-94 card](#) (click: Get Most Recent I-94)
- I-20**
- Letter from Human Resources**
- [Application Form](#) (complete online and print)

Use the name that is shown on your I-20 to apply for the Social Security Number

- Note, the building has security scanners/metal detectors (like an airport), so any take what you need.
 - When you get to the office, take a number and be prepared to present your documents and meet with a person.
 - When finished, **ASK FOR A RECEIPT** showing your social security number. You can take this receipt to the HR office at MSOE and you can begin working right away after that. If you don't get a receipt, you need to wait for the social security card to arrive in the mail before you can work.
7. Go to the **Human Resources office** with your **receipt or card** and fill out the necessary paperwork. **You need to fill out their paperwork before you can start your job.**