

## Temporary ID Number Procedures

### **Background**

Kansas State University, in compliance with regulations set forth by the State of Kansas, Division of Accounts & Reports, requires that everyone have a social security number (SSN) prior to employment. Retroactive appointments will not be made as prospective employees should not be allowed to work without a SSN.

Due to the terrorist attacks on September 11, 2001 along with the problem of identity fraud, the Social Security Administration (SSA) changed its processes in assigning SSN to foreign residents. Before assigning a new SSN for a foreign resident, the SSA will verify the documents with the Bureau of Citizenship and Immigration Services (BCIS). If verification is not available in the Student and Exchange Visitor Information System (SEVIS), the BCIS' online system, a delay in issuing a SSN will occur. This delay can be from two to twelve weeks and sometimes longer. Information regarding the requirements needed to obtain a SSN for foreign residents at Kansas State University can be found at <http://www.ksu.edu/hr/infomgmt/SSNRequirementsNRA.pdf>

To help those students on assistantships or exchange visitors who are experiencing delays in obtaining a SSN of 30 days or more from the submission date of application, the Division of Accounts & Reports, has agreed to allow K-State to assign temporary numbers provided certain documents have been submitted for their approval. In addition, requests cannot be submitted any later than October 31 of any year as every effort must be made to get a permanent SSN prior to wage and tax reporting for the calendar year. Every reasonable effort must be made to get the SSN prior to requesting a temporary ID and the volume of requests is expected to be low. In these situations, the employee should not be allowed to work until a temporary ID is assigned.

### **To Obtain a Temporary ID Number**

To obtain a temporary ID number, departments will need to submit a **Request for Temporary ID form (PER-12)**, a **copy of the passport, current I-94, I-20 or DS-2019** and a **copy of the letter from the designated school official verifying eligibility to work and that the student is enrolled**. A copy of the **on-campus work permit** can be substituted for the letter. (**NOTE:** The designated school official is the International Student Center who also issues the On-Campus Work Permits.) Send all of the information to Payroll & Employee Data, Division of Human Resources, 103 Edwards Hall.

The Division of Human Resources (HR) will then forward the information to the Division of Accounts & Reports for their approval. Once approved, HR will fax the PER-12 back to the requesting department with the temporary ID assignment which will begin with 99367xxxx. At that time, the department is to complete and submit the appropriate appointment papers and supporting documents to HR. **Reminder:** Appointments cannot be made retroactive. If tuition needs to be reassessed contact the Graduate School for assistance. The date on unclassified contracts (if applicable) for exchange visitors should reflect the date the employee actually starts employment.

Once the permanent SSN has been received, a copy of the SSN card is to be forwarded to HR, Payroll & Employee Data along with a Change and Separation Form (PER-39). On the PER-39, complete the current information and then mark "other" under the change section and indicate the permanent SSN.

**Kansas State University**  
**Request for Temporary ID for Foreign Graduate Students or Exchange Visitors**

Name		Fax #	
Dept ID:		Dept Name	

Graduate Student (Please check appropriate job code & title)

<input type="checkbox"/>	030500 Grad Teaching Assistant	<input type="checkbox"/>	032000 Grad Research Assistant
<input type="checkbox"/>	031000 Grad Assistant		

**or**

Exchange Visitor (Indicate Job Code and Job Title)

Job Code	
Job Title	

Expected Hire Date		U.S. Arrival Date		Date SSN Applied for	
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Reason for Applying for Temporary ID:
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Signature Authorization:

\_\_\_\_\_ Date: \_\_\_\_\_  
Unit or Department Head

**Instructions**

- Fill in Name, Dept ID and Department Name of prospective employee.
- If Graduate Student check appropriate job code and job title.
- If Exchange Visitor fill in Job Code and Job Title
- Enter expected hire date
- Enter US Arrival Date
- Enter Date applied for Social Security Number
- Indicate Reason for applying for Temporary ID
- Obtain Appropriate Signatures
- Submit PER-12 along with a copy of passport, current I-94, I-20 or DS-2019 and a copy of the letter from the designated school official (International Student Center) verifying eligibility to work or a copy of the on campus work permit to the Division of Human Resources, Payroll & Employee Data, 103 Edwards Hall.

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**(To be completed by HR)**

Date Approved by the Division of Accounts & Reports: \_\_\_\_\_  
Temporary ID Assigned: \_\_\_\_\_  
Faxed to Requesting Department: \_\_\_\_\_