



Social Security Number Required For Employment at New Mexico Tech

1. **A Social Security Number (SSN) is required** for anyone (whether citizen, permanent resident and nonresident) actively employed in the United States. The SSN is used by the U.S. Government to collect and administer taxes. At the beginning of employment as a graduate assistant at New Mexico Tech (NMT), you are required to provide Tech with your Social Security Number.
2. Typically a representative of the Social Security Administration (SSA) is on campus three weeks after classes begin. **It is highly recommended that you take advantage of this opportunity to apply for a social security number if you do not already have one.**
3. If you do not take advantage of this opportunity, you must visit the SSA representative during their monthly visit to the Socorro Senior Citizen's Center. These visits occur from 9:00 am to 11:00 am on the second and fourth Tuesday of each month (except for the fourth Tuesday of December).
4. If this schedule is not convenient for you, you must visit the SSA office in Albuquerque. This office is located at 4300 Cutler Ave. NE, Albuquerque. Their phone number is 505-262-6694 or their toll free number is 800-772-1213.
5. If you are actively applying for a SSN number, **you may present a receipt to the Payroll Office showing that you have an application in process.** This will permit you to work for up 90 days.
6. Although you may accrue earnings for these 90 days, **you will only receive checks for the first two pay periods.** If no SSN is on file for you after two pay periods, your checks will be held pending receipt of the SSN.
7. If you have arranged for a Graduate Deferred Payment (GDP), and you are not receiving your checks, your entire bill (remaining tuition and fees) may be due after the second pay period. Failure to pay may result in immediate disenrollment.
8. If after the 90 day period you still cannot provide an SSN number, please report it to the International Office for further instruction.
9. After 90 days you may no longer accrue hours, unless you may qualify for an additional 30-day extension. This extension will occur only if the Social Security Administration provides you with a letter that explains why there has been a delay in issuing you an SSN. Even with the extension, your paychecks will still be held. If you don't have either the card or the letter you will be terminated from working at the 90 day limit.