

With the information outlined below, it is against college policy to hire a student to work if they do not have a social security number (SSN). If you are unsure, do NOT let the student work for you until you have checked with the Human Resources Department.

How to obtain a social security number for a foreign student:

- 1) Student completes application process with TVCC. Once they are eligible to enroll, student obtains an F-1 Visa from designated TVCC representative and a letter of intent from the department that is planning to hire them.
- 2) Student must be in the United States for 10 days before they can apply for a SSN (does not have to wait ten days but that is the recommended time-frame).
- 3) Student completes Form SS-5 (Application for a Social Security Card).
- 4) TVCC provides Student with a letter verifying their work status (identify student by name, confirm student status (f/t or p/t), confirm type of work to be done).
- 5) Student takes the application and letter from TVCC along with other required documents to the local Social Security office.
- 6) Processing time varies from 2-6 weeks to receive the SSN.

PLEASE NOTE -- Social Security Administration says that students do not need to have a SSN before they start work. However, the IRS does require a SSN for reporting purposes. The student will be provided a letter from the SSA indicating that they have applied for a SSN. The employer can use this letter along with the student's immigration paperwork as authority to employ the student.

International Students And Social Security Numbers



Are you temporarily in the United States to attend a college, language, vocational or nonacademic school with a nonimmigrant **F-1**, **M-1** or **J-1** student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you do not have a Social Security number, the college or school should be able to give you another identification number.

Social Security numbers are generally assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign you a number just to enroll in a college or school.

What do I have to do to work in the United States?

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.**

How do I apply for a Social Security number?

In general, only noncitizens who have permission to work from DHS can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number. Also, you should report to

your school prior to applying for a number. Taking these actions will ensure we can verify your immigration status with the Department of Homeland Security (DHS).

To apply for a Social Security number:

- Complete an *Application For A Social Security Card* (Form SS-5); and
- Show us original documents proving your:
 - Immigration status;
 - Work eligibility;
 - Age; and
 - Identity.
- Take your completed application and original documents to your local Social Security office.

Immigration status

To prove your immigration status, you must show us the current U.S. immigration document, I-94, *Arrival/Departure Record*, issued to you when you arrived in the United States. If you are an F-1 or M-1 student, you also must show us your I-20, *Certificate of Eligibility for Nonimmigrant Student Status*. If you are a J-1 exchange visitor, you must show us your DS-2019, *Certificate of Eligibility for Exchange Visitor Status*.

Work eligibility

If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;

(over)

- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page (page 3) completed and signed by your school's designated official.

If you are an F-1 or M-1 student and have an *Employment Authorization Document* (EAD Form I-766 or I-688B) from DHS, you must present it.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your EAD Form I-766 or I-688B is a future date.

Age

You must present your birth certificate if you have it or can easily obtain it. If not, we can consider other documents, such as your passport or a document issued by DHS, to prove your age.

Identity

We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents. Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- I-94 with your unexpired foreign passport; or
- Work permit card from DHS (I-766 or I-688B).

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your DHS work permit as proof of both work eligibility and identity. ***However, you must provide at least two separate documents.***

Do I need a Social Security number before I start working?

We do not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at www.socialsecurity.gov/employer/hiring.htm.

Contacting Social Security

For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day.

We treat all calls confidentially. We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.