

## **SOCIAL SECURITY ADMINISTRATION REQUIREMENTS**

Effective October 13, 2004, the SSA stopped assigning Social Security numbers to international (F-1) students unless the student has:

1. Evidence of on-campus work from the designated school official (DSO) and evidence of employment from the on-campus employer: OR
2. Specific work authorization from the Department of Homeland Security (DHS) in the form of an employment authorization document (EAD); OR
3. Authorization for curricular practical training (CPT) as evidenced on the employment page (page 3) of the student's for I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) student status.

As a result of this regulation change, SSA no longer requires a DSO "work authorization" letter that includes information that the student is enrolled in a full course of study as was required. SSA still requires that an F-1 student provide proof of age, identity and legal immigration status.

### **PROCEDURE – OBTAINING EVIDENCE OF ON-CAMPUS EMPLOYMENT FROM THE EMPLOYER and DSO**

#### **1. Letter from Employer**

The SSA will accept a letter or statement from the F-1 student's employer if the F-1 student has not yet started working. An original signature is required and the signatory's title should be shown on the letter. The statement may be typed or written on school letterhead. The statement will contain the employer's name, name of student and the nature of the student's on-campus job.

#### **2. DSO Endorsement**

The DSO will "sign-off" on the letter or statement that comes from the on-campus employer (see example letter of reverse side). The DSO will clearly sign and print his or her name on the employer statement, provide a telephone number and date the signature. The DSO signature will confirm that the student is in good academic standing and can work for the particular employer providing the statement.

#### **Requirements for getting a SSN:**

1. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number.
2. Take original documents – I-20, Passport, I-94, Offer letter from the employer and signed by a DSO at International Services office.
3. Register for full course load.

#### **Address of Social Security office:**

101-B G.T Thomas Drive  
Starkville, MS 39759  
8:30 am-3: 30 pm (Monday – Friday)

**Suggested language for letter to the Social Security Administration from F-1 student's On-Campus Employer (verifying Employment)**

(Typed or written on official school or department letterhead and containing the employer's original signature)

To Whom It May Concern:

This is evidence of on-campus employment for \_\_\_\_\_  
F-1 Student (Last name, First name)

Nature of student's job (e.g, wait staff, library aide, research assistant, etc.):

---

Start Date: \_\_\_\_\_ Numbers of Hours/Week \_\_\_\_\_  
(Maximum of 20 hours per week)

Employer contact information \_\_\_\_\_  
(Employer's Telephone Number)

\_\_\_\_\_  
(Student's Immediate Supervisor's Print name)

Employer's Signature (Original):

Employer's Name

\_\_\_\_\_  
(Print Name)

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_

A DSO may sign off on the Information provided in the letter from the employer. The sign-off must contain the DSO's signature, printed name, telephone number and date.

**Working While Awaiting an SSN**

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities when hiring foreign workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>