



ABOUT SOCIAL SECURITY NUMBERS

NOTE: If you have just arrived in the U.S. you should wait at least 10 days before submitting a SSN application. Applying early may result in the SSA rejecting your application.

Social Security numbers (SSNs) are issued to U.S. Citizens, permanent residents, and temporary (working) residents. Its primary purpose is to track income for tax purposes. The Social Security Administration (SSA) issues SSNs only to F students who have an employment offer. If you have an on-campus job, you must apply for a SSN. The process is free and described in the steps below.

STEP 1: GATHER DOCUMENTS

- Completed Social Security Letter for F-1 International Students
- I-20, Passport & F-1 Visa
- I-94 printout (available at i94.cbp.dhs.gov/I94)

STEP 2: BEGIN YOUR SSN APPLICATION ONLINE

- Complete the Social Security application form online: <https://www.ssa.gov/number-card/request-number-first-time>
- We recommend you use International Student Affairs' mailing address, not your personal address.
 - SAIC International Student Affairs 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603

STEP 3: MAKE APPOINTMENT TO VISIT THE SOCIAL SECURITY ADMINISTRATION

- Upon completion of the online application, you will be prompted to make an appointment with the SSA. The SSA office nearest to SAIC is 605 West Washington (866-563-3899)

STEP 4: OBTAIN YOUR SUPERVISOR'S SIGNATURE

- Complete the Social Security Letter (page 3). Complete your portion of the letter and email a scanned copy to your supervisor to sign electronically noting the signature must look like a signature and not be a typed version of their name.
- Do not cross out or strike through any written information. Request a new SSN letter if mistakes are made. Letters with crossed out items will be returned.

STEP 5: SUBMIT THE SOCIAL SECURITY LETTER SIGNATURE REQUEST IN TERRA DOTTA

- Start the Social Security Letter Signature Request in Terra Dotta (global.saic.edu) and answer the required questions.
- Upload your Social Security Letter and submit your request in Terra Dotta.
- It usually takes about 1- 2 business days for us to process this request, so please plan ahead to make sure you have this letter signed **before** your appointment with the SSA office.
- **IMPORTANT:** The signature from International Student Affairs cannot be older than 30 days at the time of your SSA appointment. If your secured appointment date is more than 30 days into the future, your letter will not be signed until closer to your appointment date.
- When your letter is signed and ready, you will be notified via your SAIC email.

SOCIAL SECURITY NUMBER APPLICATION PROCESS FOR F-1 INTERNATIONAL STUDENTS ON-CAMPUS EMPLOYMENT

STEP 6: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES

- Students applying for a social security number must do so within three days of employment and provide Student Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.
- Forward your appointment confirmation email to the SFS within 3 days of employment if the earliest available appointment date is beyond 3 days of employment.

STEP 7: WAIT FOR YOUR SOCIAL SECURITY CARD

- Cards take 2-8 weeks to process and mail.
- You may begin working while you wait for your card.

STEP 8: COLLECT YOUR SOCIAL SECURITY CARD

- The card will be mailed to the address you provided on your Social Security application.
- If you used International Student Affairs' mailing address, you will receive an email from intaff@saic.edu when your social security card has arrived.

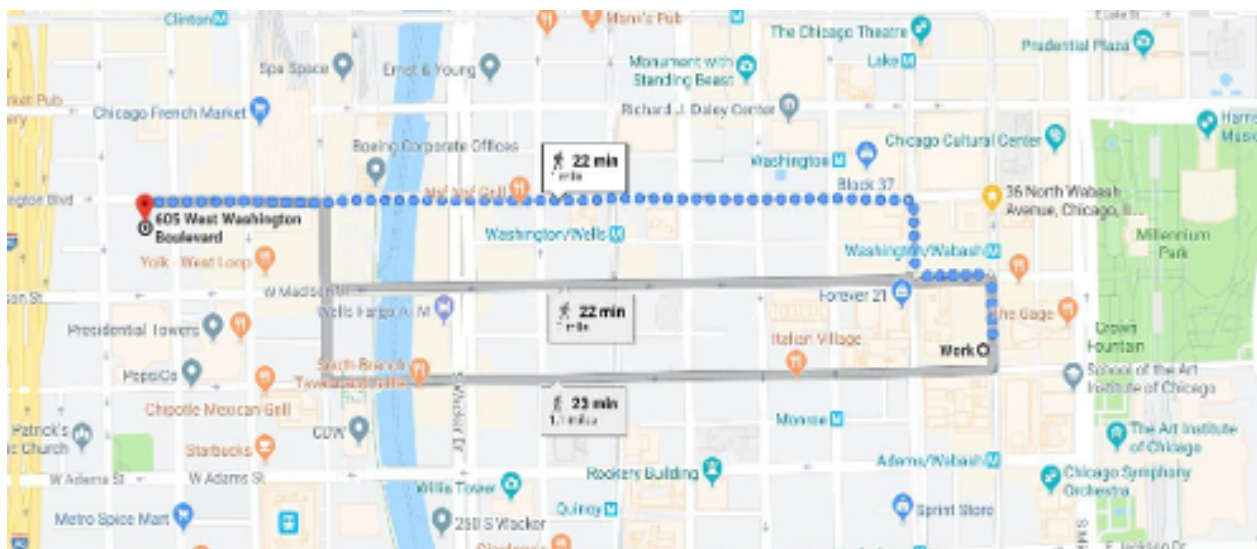
STEP 9: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES

Student Financial Services must take a photocopy of your new Social Security card to complete your employment paperwork (I-9 Paperwork) at SAIC.

STEP 10: SECURE YOUR SOCIAL SECURITY CARD IN A SAFE PLACE

- Your Social Security card is a sensitive identification document.
- Keep your card in a safe place; **do not** carry it in your purse or wallet.
- Lost or stolen social security cards can be used to commit a crime called identity theft.
- If you lose your social security card you can only replace it if you have a paying job at the time of your re-application.

SOCIAL SECURITY ADMINISTRATION @ 605 W. Washington Blvd.





SOCIAL SECURITY LETTER
FOR F-1 INTERNATIONAL STUDENTS

SECTION 1: SAIC STUDENT

1. Ask your employer to complete Section 2.
2. Submit the letter through the Social Security Letter Signature Request in Terra Dotta.

Passport first name _____ Passport last name _____ SAIC ID# _____

Date of Birth (mm/dd/yyyy) _____ E-Mail _____@saic.edu

SECTION 2: TO BE COMPLETED BY SAIC EMPLOYER

This letter serves to confirm that the student named above will be employed with

_____ (department on campus) in the position of

_____ The student is expected to begin on

_____ and work _____ hours weekly.

Date (mm/dd/yyyy)

The School of the Art Institute of Chicago's EIN number is 362167725.

Sincerely,

Immediate Supervisor Signature

Date (mm/dd/yyyy)

Supervisor: Print Name and Title

Phone Number

SECTION 3: TO BE COMPLETED BY THE SAIC INTERNATIONAL STUDENT AFFAIRS OFFICE

As provided by 8CFR 214.2(f)(9), the Designated School Official grants permission for this student to work on-campus a cumulative maximum of 20 hours per week when school is in session and full-time during vacation periods. The student must maintain valid F-1 student status at the School of the Art Institute of Chicago in order to remain eligible for this employment.

I confirm that this student is enrolled full-time at the School of the Art Institute of Chicago.

SAIC DSO Signature

Date (mm/dd/yyyy)

Jessica Wolfe, Director of International Student Affairs

Victoria McAllister, Director of Study Abroad

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