ABOUT SOCIAL SECURITY NUMBERS
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.

NOTE: If you have just arrived to 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.

STEP 1: COMPLETE THE SOCIAL SECURITY LETTER FOR F-1 INTERNATIONAL STUDENTS
- Letters must be completed by you, your supervisor, and International Affairs.
- 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, and then email the form to intaff@saic.edu.
- 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.
- Provide International Affairs with your current mailing address by emailing intaff@saic.edu and updating PeopleSoft, please be sure to include your name and SAIC ID number in the body of the email. International Affairs will either make the letter available for pick-up in the International Affairs office or will mail you the original letter with signature. You must submit the letter with an original signature from International Affairs.
- Contact your local Social Security Office for instructions as not all offices are open to the public due to the COVID-19 pandemic. You can find your local office here: https://secure.ssa.gov/ICON/main.jsp#officeResults

STEP 2: 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 3: APPLY FOR YOUR CARD AT SOCIAL SECURITY ADMINISTRATION (SSA)
- The SSA office nearest SAIC is:
  - 605 West Washington (1-800-772-1213). Call them first to confirm application instructions
  - Visit socialsecurity.gov/ssnumber for other locations
- Complete the Social Security application form (ssa.gov/online/ss-5.pdf)
- We strongly recommend you use International Affairs’ mailing address, not your personal address.
  - 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603
- Collect your Social Security application receipt.
- Collect your immigration documents (passport, I-94 card, I-20).

STEP 4: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES
- You must submit your social security application receipt and completed I-9 packet to Student Financial Services within 3 days of starting your job.
- If you do not submit these documents within 3 days you could be terminated from your job.

STEP 5: 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.
SOCIAL SECURITY NUMBER APPLICATION PROCESS
FOR F-1 INTERNATIONAL STUDENTS
ON CAMPUS EMPLOYMENT

STEP 6: COLLECT YOUR SOCIAL SECURITY CARD
- The card will be mailed to the address you provided on your Social Security application.
- If you used International Affairs’ mailing address, you will receive an email from intaff@saic.edu when your social security card has arrived.

STEP 7: 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 at SAIC.

STEP 8: 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 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. Bring the form to International Affairs by the first day of your employment.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>SAIC ID#</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>E-Mail</th>
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## 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.

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>hrs per wk</th>
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The School of the Art Institute of Chicago’s EIN number is 362167725.

Sincerely,

___________________________________________  ______________________________________
Immediate Supervisor Signature                                Supervisor: Print Name and Title

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>Phone Number</th>
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## SECTION 3: TO BE COMPLETED BY THE SAIC INTERNATIONAL 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)

Lawrence Rodriguez, Director, International Affairs
Jessica Wolfe, Assistant Director of International Student Services
Jennifer Dentel, International Student Advisor
Victoria McAllister, International Student Advisor

INTERNATIONAL AFFAIRS 36 S. Wabash Avenue, Suite 1203 Chicago IL, 60603 USA
TEL: +1.312.629.6830 FAX: +1.312.629.6831 E-MAIL: intaff@saic.edu
8/17/2020 - JW