

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

## 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.
- International Affairs signs letters within 1-2 days or immediately during walk-in advising hours (12:00pm - 1:00pm, M-F).
- 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 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](http://i94.cbp.dhs.gov/i94))

## STEP 3: APPLY FOR YOUR CARD AT SOCIAL SECURITY ADMINISTRATION (SSA)

- The SSA office nearest SAIC is:
  - 77 W. Jackson, Suite 300, Phone (1-800-772-1213)
  - See [socialsecurity.gov/ssnumber](http://socialsecurity.gov/ssnumber) for other locations
- Complete the Social Security application form ([ssa.gov/online/ss-5.pdf](http://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.

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## 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](mailto:intaff@saic.edu) when your social security card has arrived.

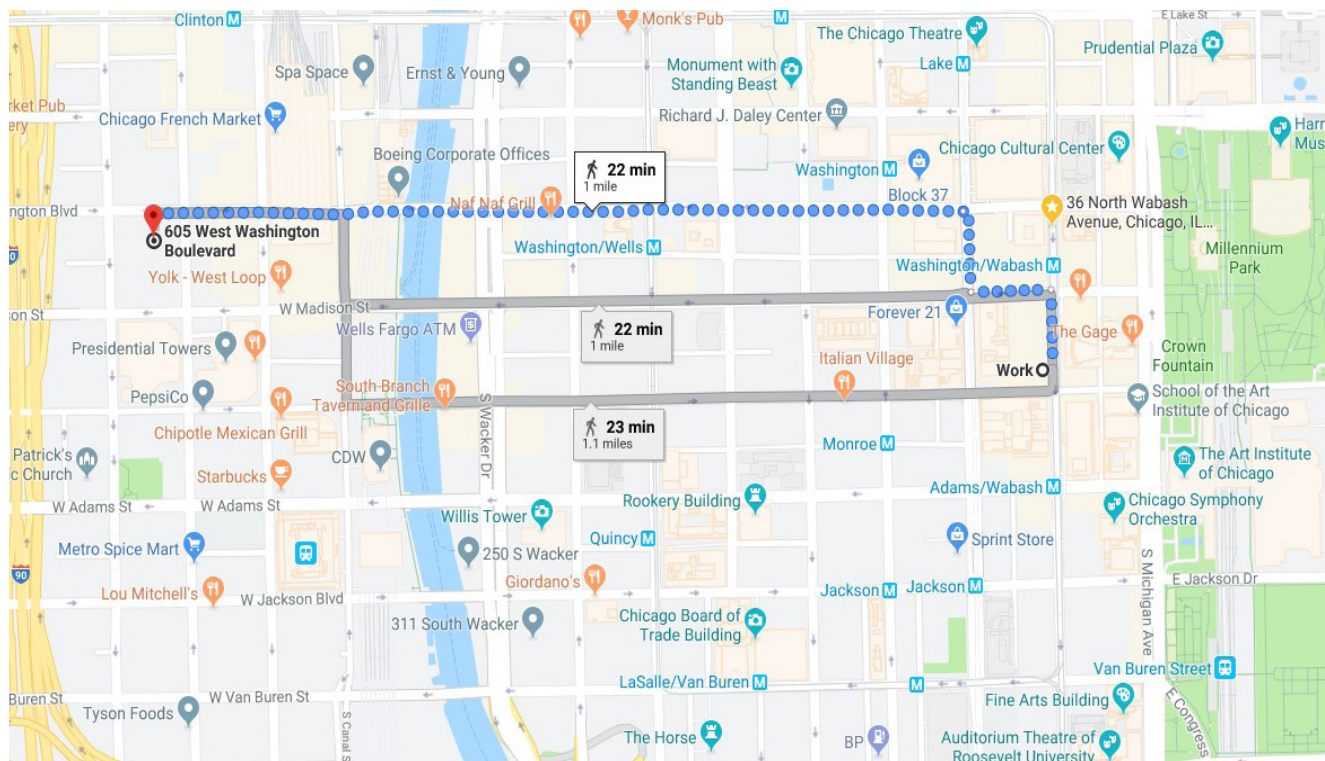
## STEP 7: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES

- 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.

First Name. \_\_\_\_\_ 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)** **hrs per wk**

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

Sincerely,

\_\_\_\_\_  
**Immediate Supervisor Signature**

\_\_\_\_\_  
**Supervisor: Print Name and Title**

\_\_\_\_\_  
**Date (mm/dd/yyyy)**

\_\_\_\_\_  
**Phone Number**

## 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