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.
- 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 (1-866-563-3899). 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

- Students applying for a social security number must do so within two weeks of employment and provide Student Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.

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.

INTERNATIONAL AFFAIRS 36 S. Wabash Avenue, Suite 1203 Chicago IL, 60603 USA
TEL: +1.312.629.6830 E-MAIL: intaff@saic.edu

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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.
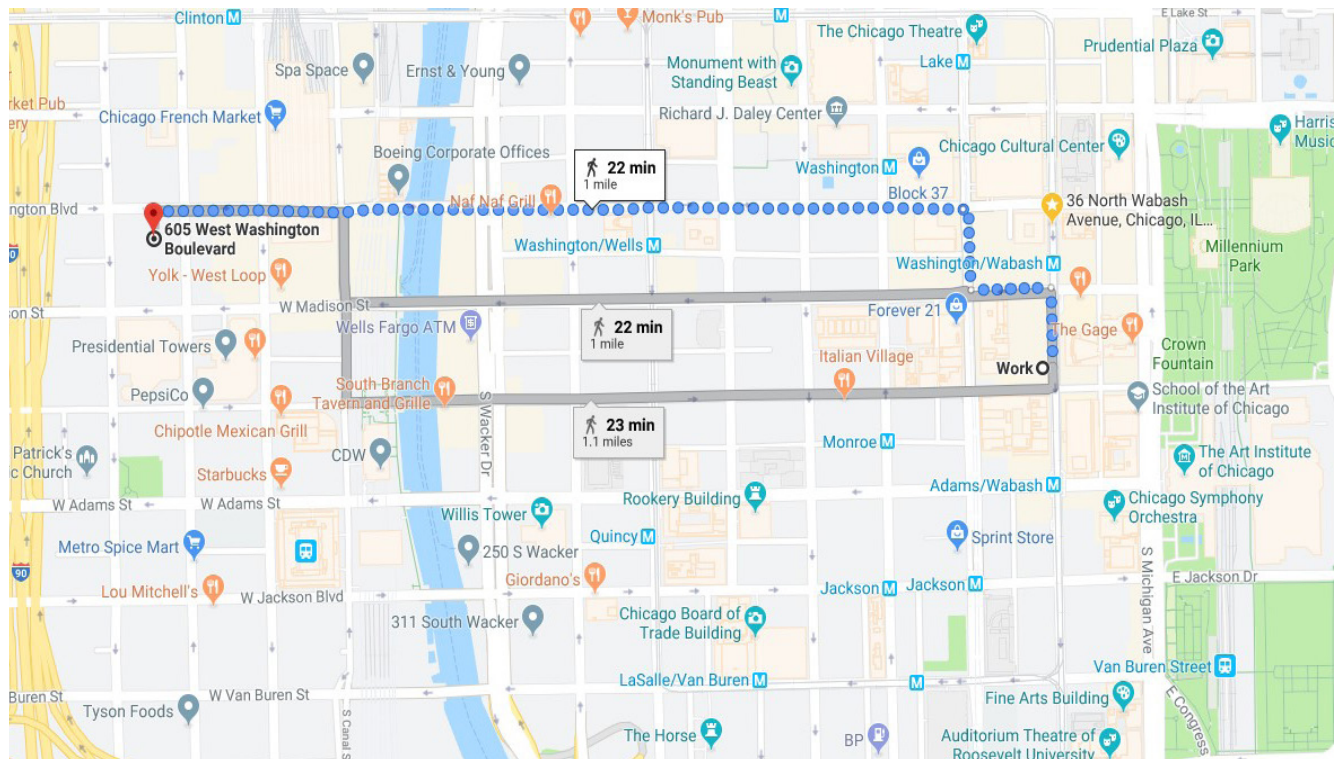
STEP 7: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES
- Student Financial Services must take a photocopy of your new Social Security card to complete your employment paperwork at SAIC.

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 ony replace it if you have a paying job at the time of re-application.

SOCIAL SECURITY ADMINISTRATION @ 605 W. Washington Blvd.

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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/yyy)   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
Victoria McAllister, Associate Director of Study Abroad
Melody Miller, International Student Advisor & SEVIS Analyst
Jennifer Dentel, International Student Advisor