



Social Security (SSN) Guide for International Students

Revised: June 6, 2017

A Social Security Number (SSN) is a unique, 9-digit, identification number issued by the U.S. Social Security Administration (SSA). Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign a number to you just to enroll in a college or school or assist you in securing housing. **International students can only apply for a SSN if you are eligible to work on or off-campus and have received an offer of employment.** To be eligible for employment, students must be enrolled full time and otherwise maintaining their F-1 status. Non-degree seeking students and English language learners are not eligible for on-campus employment at Carroll University.

Steps to Obtain a SSN for On-Campus Employment:

1. Once you have obtained an offer of employment or placement with an on-campus employer, request an offer letter signed from your supervisor on campus letterhead (see the sample letter attached).
2. Submit a copy of that letter and *F-1 Student Letter Request Form* to request an Employment Eligibility Letter from the Office of International Education. You will need this letter to verify your eligibility for employment as an F-1 student.
3. Complete a [Form SS-5](#), Application for a Social Security Card. You may obtain this form from a Social Security Administration office or download it from their website: <https://www.ssa.gov/forms/ss-5.pdf>
4. Bring the following documents with you to the nearest Social Security Administration Office:
 - o At least **two** documents that establish your age and identity **including your valid passport and one additional document establishing your identity (i.e. visa, driver's license)**
 - o A copy of your Form I-94 (<https://i94.cbp.dhs.gov/i94/request.html>). If you received a prior approval for a change of status to F-1 status, show the I-797 Notice of Action, too.
 - o A copy of your Form I-20 noting your status as "continued attendance"
 - o The signed DSO Employment Eligibility letter and offer letter from your supervisor.

In most cases, you will receive your Social Security card in the mail in 7-10 days. If additional security procedures are necessary, processing times may range from 4-8 weeks. Most likely you will receive a social Security card that has the notation "VALID FOR WORK ONLY WITH DHS AUTHORIZATION". **Keep your Social Security card in a safe place.** You may begin employment at Carroll prior to receipt of your SSN, but you should ensure that you have applied for your SSN before beginning employment.

You must apply in person. The nearest SSA office to the University is:

Social Security Administration
707 N Grand Ave
Waukesha, WI 53186
1-800-772-1213
9 am – 4 pm: Monday, Tuesday, Thursday, Friday
9 am to 12 pm: Wednesday
Except federal holidays

For more information from SSA:

<https://www.ssa.gov/pubs/EN-05-10181.pdf>



SAMPLE OFFER LETTER FOR ON-CAMPUS EMPLOYMENT

Letter should be printed on campus letterhead and signed

<<Date>>

Social Security Administration
707 N. Grand Avenue
Waukesha, WI 53186

RE: <<Student's name being employed>>

To Whom It May Concern:

<<Student's name>> has been offered a position as <<position title>> at <<company>>. The student will be responsible for <<Student position responsibilities>>.

<<student's name>> anticipated start date is <<full date>>, not exceeding 20 hours per week, during the regular academic year in accordance with U.S. immigration regulations. The student is reporting to <<supervisor's name and contact information>>

Should you have any questions regarding the above student's status or eligibility to work on campus, contact me at the information listed below.

Sincerely,

<<Supervisor's name and contact information>>