

Social Security Number

eligibility & how to apply: F-1 students

Eligibility

You are eligible to apply for a social security number **if** you hold F-1 visa status **and** you meet at least one of the following criteria:

- **you are currently working on campus**
- **you have been offered an on campus job** (*and are within 30 days of your employment start date*)
- **you have obtained off-campus work authorization** (*and are within 30 days of your authorization start date*)

Procedure for Applying

Step 1: Obtain a letter from the ISSO stating you are in F-1 status and have the necessary on-campus employment or off-campus work authorization to be eligible for a social security number.

Step 2: Obtain **EITHER** pay stubs from your current on campus job, **OR** a letter from your employer (see below), **OR** proof of off-campus employment authorization. **The letter from your employer should be written on your employer's letterhead stationary and include the following:**

- The letter should begin by stating, "This is to confirm that [your name] will be [or "is"] working as a [your job], starting on [start date of employment]."
- Description of the nature of your job duties (research, filing library books, food service, etc.)
- The number of hours per week you are expected to work (Remember students may not work more than 20 hours during the fall and spring semesters.)
- The employer identification number (EIN).
- The employer's contact information including name and telephone number of your immediate supervisor.
- An original signature, the job title of the signer and the date of the signature

Step 3: After you have been in the U.S. for **AT LEAST 10 days**, take the documents listed below to the Social Security Administration Office. You will receive your Social Security card in the mail within 4-8 weeks.

Required Documents:

- ISSO Certification of F-1 visa status **OR** proof of off-campus employment authorization
- Paystubs from on campus job **OR** employer letter (see step 2)
OR proof of off-campus employment authorization
- Passport
- I-94 (arrival/departure card)
- I-20

SOCIAL SECURITY ADMINISTRATION

127 W. State St., 2nd floor

(in the Ithaca Journal Building)

Phone: 256-3651 (Ithaca) • 1 (800) 772-1213 (Automated Customer Service)

Hours of Operation: Monday-Friday, 9 am - 4 pm (except for Federal holidays.)

Map of Social Security Administration office location on the back →

