



Social Security Number Information for F-1 and J-1 Students



The Social Security Administration now requires all F-1 and J-1 students to supply evidence of employment before being issued a Social Security number. A Social Security number (SSN) cannot be issued for identification purposes or for a driver's license. Note: it can take 2-6 weeks to be issued a Social Security Number. You can begin working after you apply for an SSN, but you won't be paid until after you receive your social security number and provide a copy to Human Resources.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER:

1. **GET AN ON-CAMPUS JOB:** You must be employed or be starting employment in the near future. If a potential employer does not understand why you don't have a SSN, he/she can contact the Institute for International Studies. To find on-campus employment you can look at the Career Services website (international students are only eligible for on-campus employment):
http://www.lhup.edu/students/student_resources/career_services/job_search.html
2. **STUDENT COMPLETES FORM:** *Social Security Work Authorization Form* – Complete section 2
3. **EMPLOYER COMPLETES FORM:** Bring the Social Security Work Authorization Form to your employer. The employer should complete sections 3 and 4.
4. **IIS SIGNS FORM:** Please drop off your signed form at the IIS and allow 2 days for signature. The IIS will complete sections 1 and 4.
5. **SOCIAL SECURITY OFFICE:** Gather documents (Work Authorization Form, DS-2019 or I-20, Passport, Visa, and I-94) to take to the Social Security Administration Office in Williamsport, PA.

You will be required to complete an application at the Social Security Office and meet briefly with an officer. You should be issued a card within 2-3 weeks. Here is an example of the application:

<http://www.socialsecurity.gov/online/ss-5.pdf>

SSN FOR IDENTIFICATION: Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing.

It is not lawful for business to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification (passport, international driver's license, notarized statement).

SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD: If you do not have a job currently, you cannot be issued a Social Security Number. To obtain a Driver's License or PA ID Card:

- Request a Driver's License letter from the IIS (See Driver's License handout)
- Go directly to the Social Security Office and request a "Social Security Denial Letter"
- You will be given a denial letter the day you request it.
- Take this letter to the Driver's License with the IIS Driver's License Letter and other required documents.

Lock Haven University of Pennsylvania



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570-484-2140
Fax: 570-484-2537
www.lhup.edu/international_studies/

Social Security Work Authorization

To Whom It May Concern:

This letter is to verify this person is a full-time student at Lock Haven University of Pennsylvania and has maintained their F-1 visa status. S/he is eligible for employment under the following US immigration regulation:

1. Non-immigrant visa classification – Completed by International Student Advisor

- ___ F-1 On-Campus Employment, Severe Economic Hardship 8 CFR 214.2 (f)(9)(i)(ii)
- ___ F-1 Optional/ Curricular Practical Training 8 CFR 214.2 (f)(10)(i),(ii)
- ___ J-1 On Campus Employment, Unforeseen Economic Circ. - 22 CFR 62.23(g)(1)(ii)(iii)
- ___ J-1 Academic Training—22 CFR 62.23(f)(2)

2. Non-immigrant's Information – Completed by Student

Student's Name Last: _____ First: _____
Date of Birth Month: _____ Day: _____ Year: _____
I-94 Number _____

3. Identification of Employer – Completed by Hiring Department/Supervisor

Lock Haven University of Pennsylvania, On-Campus Location: _____
Employment Identification Number EIN: 25 1690694
Employer Telephone Number: _____
Position Title: _____
Dates of Employment: _____
Hours Per Week: _____
Position Description: *do not use 'student worker' explain what type of work will be done*

4. Original Signatures, Printed Names & Dates – Completed by Hiring Dept. & OIE

Sincerely, _____ <i>Hiring Department/Supervisor (Signature) Date</i> _____ <i>Department/Supervisor (Printed Name) School</i>	Sincerely, _____ <i>IIS Representative Date</i> Rosana Campbell or John Gradel School PHI214F00516000 & P-1-04725
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- ARAMARK—Dining
- LHUP Office
- Graduate Assistantship
- Teaching Assistantship
- Internship / OPT

Working While Awaiting an SSN: An F-1 student may work while the Social Security Number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>