

Designated School Official

1325 N. College Avenue, Claremont, CA 91711 • Ph. (909) 447-2536 • Fax (909) 447-6389 • naraujo@cst.edu

A Social Security number is a federal identification number for tax purposes. It is **not** a work permit. If you are an international student holding F-1 status or an exchange visitor holding J-1 status, the Social Security Administration (SSA) will only issue a Social Security card to you if you have been offered an on-campus job or have been authorized off-campus employment. The SSA will not issue a Social Security card in order for you to open a bank account, rent an apartment, apply for a driver's license or sign up for cell phone service. You do not need a Social Security number to register for classes.

Procedures for Applying for a Social Security Number

You must make the application in person. The closest Social Security Administration office is on 960 W. Mission Blvd. in Pomona. You can also use the Local Office Search on the SSA website at <http://www.socialsecurity.gov/online/ss-5.html> to find additional office locations.

The following items are required of all applicants:

- A completed Application For A Social Security Card (Form SS-5) - available online at <http://www.socialsecurity.gov/online/ss-5.html> or from the Designated School Official.
- Your valid passport.
- Your current I-94.
- Student ID.
- Any other form of ID you have might be helpful.

The following additional items are required depending on the type of employment authorization:

On-Campus Employment

- Your current I-20 or DS-2019.
- A letter from your employer offering you employment (see Sample Letter).
- A letter from the Designated School Official authorizing you for on-campus employment.

Off-Campus Employment - Curricular Practical Training

- A letter from your employer offering you employment (see Sample Letter).
- Your current Form I-20 with the employment page (page 3) completed and signed by the Designated School Official.

Off-Campus Employment - Optional Practical Training or Severe Economic Hardship

- Your current I-20.
- Your Employment Authorization Document (EAD).

Off-Campus Employment - Academic Training for J-1 Students

- Your current Form DS-2019.
- The letter from your Responsible Officer authorizing you for Academic Training.
- A letter from your employer offering you employment (see Sample Letter).

Sample Letter

The Social Security Administration has specific criteria for issuance of a social security number to international students and scholars for purposes of on-campus employment. In addition to certain immigration documents, students must submit a written offer of employment from the employer. This job offer letter must be on office stationery/letterhead and must include:

- | | |
|-------------------------------------|--|
| • Date written | • Hours per week |
| • Student name | • Supervisor name/phone number |
| • Job title | • Description of duties |
| • Name of company employing student | • Employer Identification Number (EIN) |
| • Start Date | • Original signature |

Below is a sample Job Offer Letter - the letter can take any format the employer prefers, however, without the above elements, the Social Security Administration may not issue a social security number.

NOTE: According to the Social Security Administration, the employee may work while the Social Security number application is being processed. For more information, go to the SSA website at <http://www.ssa.gov/employer/hiring.htm>.

ON OFFICE LETTERHEAD

DATE

To: Social Security Administration

Re: STUDENT NAME

This is to confirm that we extend to the above-named student a formal offer of employment as a POSITION in the OFFICE at COMPANY.

Employment is scheduled to begin on DATE and is for HOURS per week. The supervisor is NAME / PHONE NUMBER.

Job duties include: DUTIES

The OFFICE/COMPANY Federal Employer Identification Number (EIN) is NUMBER.

Sincerely,

SIGNATURE AND PRINTED NAME OF EMPLOYER