

REQUEST FOR SSN LETTER FOR F-1 STUDENT

This form must be submitted by international students in F-1 status who have been offered on-campus employment and need to apply for a Social Security Number (SSN). An original, signed verification letter from ISSS will be needed for the SSN application. Students must apply in person at a Social Security Administration (SSA) office. Students will be notified via email to pick up the original letter at the ISSS office.

- You **MUST** submit this form together with a letter from the on-campus hiring unit that contains the following items:
 - **Original signature of the appropriate departmental or HR representative**
 - Employee's name
 - Supervisor's name and phone number
 - Position title
 - Description of job duties
 - Worksite location
 - Rate of pay
 - Employment start and end date
 - Number of work hours per week
 - Employer Identification Number

The letter must be prepared on the hiring unit's **department letterhead**. Please direct the hiring department to the [template for this letter](#) if they have questions.

- For **NEW students**: ISSS will not issue a letter for SSN application until you have completed ISSS Check-In and your SEVIS record has been registered; note that it may take up to two weeks for SEVIS registration to be completed once you have submitted all required documents and have reported your U.S. address and all other required information as part of your check-in.
- You may find additional information about SSN application procedures and other required documents on the [ISSS website](#).
- You must report your SSN to your employing department's Human Resources Consultant **within 90 days of your hire date**, per Internal Revenue Service (IRS) regulations, to avoid any interruptions in receiving your pay.
- Remember that the Social Security number is a private identification number. Be very cautious to whom you give this number. Do not give your number to telemarketers or solicitors. Never send the number via email.

STUDENT INFORMATION

Name: _____ PID: _____

Date of Birth: _____ Email: _____ Phone: _____

Current Program: Bachelor's Master's PhD Exchange Major/Dept.: _____

ON-CAMPUS EMPLOYMENT INFORMATION

On-Campus Employing Department or Entity: _____

Position/Job Title: _____

Name of Immediate Supervisor: _____

Supervisor's Phone Number: _____