

Procedures for International Student to Obtain Social Security Numbers

Revised October 23, 2006

Summary:

The Social Security Administration (SSA) is revising its rules for assigning Social Security Numbers (SSNs) to International Students in F-1 Student Status. Specifically, the SSA will require additional evidence from F-1 Students who are applying for SSNs. Like all other applicants, an F-1 Student must provide SSA with evidence of age, identity, immigration status, and work authorization. In addition, unless the F-1 Student has an employment authorization document (EAD) from DHS or is authorized by the F-1 Student's school for Curricular Practical Training (CPT), the F-1 Student must provide evidence that he or she has been authorized by the school to work and has secured employment or a promise of employment before the SSA will assign an SSN. These rules are implemented to further enhance the integrity of SSA's enumeration processes for assigning SSNs by reducing the proliferation of SSNs used for purposes that are not related to work and thereby decreasing the potential for SSN fraud and misuse.

Effect:

International Students holding F1 Student Status at Johnson & Wales University will no longer be able to apply for SSNs until they have first secured employment on-campus, or employment off-campus through a Co-op or Internship placement or via authorization by Department of Homeland Security for participation in Optional Practical Training.

NEW PROCEDURES for Johnson & Wales International Students to Accept On-Campus Employment and Apply for SSNs:

- 1.) International Student arrives at Johnson & Wales University and Reports-In with the International Center where all International Student documents are reviewed and photocopied, and an International Student file is created for the student. This file will be maintained and updated throughout the International Student's career at Johnson & Wales University.
- 2.) International Student attends New International Student Orientation program presented by International Student Advisors. (*NOTE: Both Report-In and New International Student Orientation will take place before or during the first week of classes for each new academic term. This short delay is necessary to ensure that all International Students are properly registered in the SEVIS system, as well as to ensure that their arrival information taken at the ports-of-entry to the U.S. has enough time to transfer to the SSA data viewing system.*)

- 3.) International Student secures and accepts employment with a JWU campus department or property.
- 4.) Campus Employment Supervisor completes "Student Employee New Hire Form" to file with JWU Student Employment Office.
- 5.) Student Employment Manager reviews "Student Employee New Hire Form" and then completes a letter to SSA to confirm this student's offer of on-campus employment. Student provides completed letter confirming employment to international student.
- 6.) International Student brings letter from Student Employment Manager to International Center and requests letter of support for SSN application from International Student Advisor (International Center may take up to three business days to process letters of support for SSN applications, but has committed to place a high priority on requests for these support letters.)
- 7.) International Student picks up letter of support for SSN application from International Center and takes this document, together with letter confirming employment from Student Employment Manager Passport, I-20 and I-94 card to the SSA located in the Federal Building on Westminster Street in downtown Providence to apply for the SSN. If application is accepted, International Student receives a paper receipt for application for SSN from the SSA.
- 8.) On the next business day, the International Student may return to the SSA and present the receipt for the application for an SSN to obtain a printout from the SSA data system. This printout provides the SSN that will appear on the International Student's SS Card once the document arrives in the International Student's mail.
- 9.) Using the printout from the SSA data system and other identity documents, the International Student may complete the Form I-9 with the Student Employment Office and may begin to work on-campus. Upon receipt of the SS card, the student should bring the SS Card to the Student Employment Office for review to ensure accuracy of employee information.

With coordination between the Student Employment Office, the International Student Advisor, and the International Student, we estimate that it would take 2 to 6 weeks from the date of hire by the On-Campus Employer to the first date of work by the International Student in the new on-campus position.

For additional information regarding this process, please contact any of the following:

International Center (Downtown Location): 598-4669

International Center (Harborside Location): 598-4677

Student Employment Office : 598-1849