

Social Security Number Application Instructions For F-1 Visa International Students



Before a student can apply for a US Social Security number and card, the student **MUST**

Be in the United States for at least 10 days; **AND**

Be in **ACTIVE** status in SEVIS for at least two days before applying

(The International Student Advisor must notify the Department of Homeland Security that the student has checked in at UC Merced by changing the student record from INITIAL to ACTIVE in the SEVIS government database.)

In order to be eligible for a US Social Security Number (SSN), F-1 visa students must present the following original documents in person to the Social Security Administration office in Merced:

- ✓ Form SS-5 Application for a Social Security Card: <http://www.ssa.gov/ssnumber/>
- ✓ Letter from UC Merced School/Division Verifying Employment *
- ✓ Letter from Office of International Affairs
- ✓ Form I-20
- ✓ Visa Stamp
- ✓ Passport
- ✓ I-94 Arrival/Departure Record

Applications must be submitted in person at the Merced Social Security Administration:

Social Security Administration
600 West Olive Avenue
Merced, CA 95348

1-888-632-7069

F-1 visa students may work while the Social Security number application is being processed. Employers can 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>.

* **Letter from Hiring Department** - Each student must obtain a letter (template provided below) from his or her immediate supervisor verifying the supervisor name, contact information, student position title, and start date. Below is a letter template that can be used by the UC Merced school or division.

Letter template for verification to Social Security Administration of F-1 international student's ON-CAMPUS EMPLOYMENT

This is needed only for F-1 students who are applying for the SSN based on on-campus employment. DELETE this paragraph and add your department letterhead before printing.

Date

Social Security Administration
600 West Olive Avenue
Merced, CA 95348

Re: Evidence of On-Campus Employment for _____

Dear Social Security Administration:

_____ is an international student in F-1 visa status at the University of California, Merced. The student is pursuing a PhD program in _____. The student has been appointed as a _____. The employment start date is _____. The employment is part-time and will not exceed 20 hours per week while school is in session. The Faculty Advisor Supervisor is _____. The Supervisor's telephone number is _____.

Please accept this letter along with the Designated School Official's letter, Form I-20, passport, visa stamp and I-94 arrival/departure record to support the student's application for a social security number. Please do not hesitate to contact me with any questions regarding this student's employment. Thank you.

Sincerely,

Employer's original signature

Name

Title