

## Social Security Number Procedures for F-1 and J-1 Students

Revised December 8, 2016

To be eligible to apply for a Social Security Number (SSN), F-1 and J-1 students must provide evidence of actual employment. The Social Security Administration (SSA) will require an OISS letter stating that the student is authorized to work on campus, the nature of the employment that has been obtained, and the identity of the campus employer.

For additional information about the regulations, please visit:

<https://secure.ssa.gov/apps10/poms.nsf/lnx/0301901740>

**To verify eligibility requirements, please see below:**

To be eligible, the student must meet *all* the following requirements:

- 1) Student is on F-1 or J-1 visa status.
- 2) Student is currently enrolled full-time, or is approved for part-time enrollment.
- 3) Student has secured employment, i.e. on-campus job, off-campus CPT/OPT, research assistant or teaching assistant in academic department (*fellowships are **not** considered employment*).
- 4) Student has been in United States for more than 10 days.
- 5) Student has been registered as a full-time student in SEVIS.

If all requirements have been met, please follow these procedures:

- 1) Request department supervisor where you are employed to complete “Employment Verification Form”, available at <http://oiss.rice.edu/forms/>. Please note that the form must be *typed* by employer.
- 2) Once completed, give form to OISS to complete SSA Letter of Support.
- 3) **F-1 students:** Complete the attached Statement of Understanding for F-1 Student On-Campus Employment and give it to OISS together with the completed “Employment Verification Form”  
**J-1 students:** All on-campus employment for J-1 students must be authorized by OISS in SEVIS before you begin work. Please contact OISS for more information.
- 4) Take your I-20 or DS-2019, most recent I-94, passport, employment verification form, and OISS letter to SSA office. Maps to SSA office are available in OISS (or online at <http://oiss.rice.edu/forms/>), or you may look up SSA offices at: <http://www.socialsecurity.gov/locator/>
- 5) Once you receive your actual Social Security Number, you must update Payroll with that information. If you are eligible for tax treaty benefits, you will be eligible to apply for those with Payroll at that time.

**If you are not eligible for a Social Security Number:**

You may be eligible for an ITIN (Tax Identification Number), if you are receiving income, i.e. scholarships, fellowships, etc. You will need to complete form W-7, found on [www.irs.gov](http://www.irs.gov). For more information, please see <http://oiss.rice.edu/tax/>.

***NOTE:*** *You may still open a bank account and obtain a driver license or a Texas ID without having a SSN or ITIN. Please ask OISS for information regarding these procedures.*

**NOT EVERY STUDENT IS ELIGIBLE FOR A SOCIAL SECURITY NUMBER.  
IF YOU HAVE QUESTIONS ABOUT YOUR ELIGIBILITY, PLEASE CONTACT OISS.**



*Office of International Students & Scholars*

## **Statement of Understanding for F-1 Student On-Campus Employment**

I, \_\_\_\_\_, Student ID (S \_\_\_\_\_), have read and understand the  
(Print Name) (Student ID)

regulations regarding the on-campus employment for F-1 students: 8CFR 214.2(f)(9)(i).

Please initial next to the statements below to indicate that you understand and agree:

- \_\_\_\_\_ 1. I understand that on-campus employment must be performed on the school's premises and paid by Rice.
- \_\_\_\_\_ 2. I understand that on-campus employment must not exceed 20 hours a week while school is in session.
- \_\_\_\_\_ 3. I understand that I may work on campus full-time only when school is not in session or during the annual vacation.

**By signing below I understand and have read the statement of understanding form regarding the F-1 Student On-Campus Employment.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date