

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

Revised June 28, 2018

To be eligible to apply for a Social Security Number (SSN), F-1 and J-1 students must provide evidence of actual employment. When applying based on on-campus 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 on-campus employer.

For additional information about the regulations, please visit:

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

To verify eligibility requirements for SSN based on on-campus employment, please see below. For requirements based on authorized off-campus employment, please contact OISS.

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 on-campus, including positions as research assistant or teaching assistant in academic department (*fellowships are **not** considered employment*).
- 4) Student has checked in with OISS and has been registered as a full-time student in SEVIS at least 10 days prior (for questions regarding SEVIS registration, please contact OISS).

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 and printed for an original signature.
- 2) Once completed, give form to OISS to complete SSA Letter of Support.
- 3) **F-1 students:** Complete a Statement of Understanding for F-1 Student On-Campus Employment (available at OISS).
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. Map to closest SSA office may be found on the second page, 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. For more information, please see <http://oiss.rice.edu/tax/>.

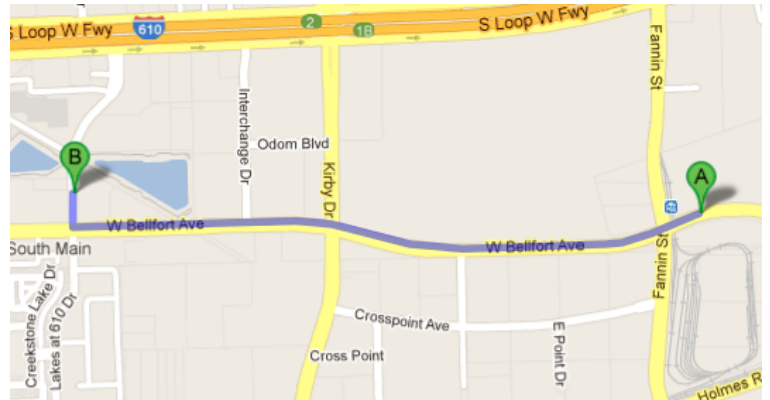
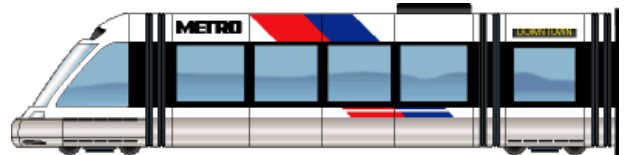
NOTE: You may still open a bank account and obtain a driver license or a Texas ID without having a SSN or ITIN. Please ask OISS for information regarding these procedures.

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

Social Security Administration 8989 Lakes at 610 Dr., Houston 77054

METRORail Directions

1. Take METRORail (ridemetro.org) from the Hermann Park / Rice U stop adjacent to Hermann Park.
(Use your Q Card or purchase a one-way ticket for \$1.25 with cash, credit card or debit card.)
2. Take the train southbound (away from downtown)
3. Go six stops and get off at Fannin South.
4. Walk south on Fannin, turn right onto W. Bellfort Ave. and walk 1 mile, then turn right onto Lakes at 610 Dr. You will see SSA on your right. (You can take Bus #18 about halfway: from Fannin South to Kirby and Bellfort.)



Please make sure to bring the following documents:

1. *I-20/DS-2019, passport, visa, and most recent I-94*
2. *For on-campus work: Employment Verification Form & Letter from OISS*
For off-campus work: Employer's offer letter & I-20 with CPT authorization
For J-1 scholars: Rice Offer Letter

The Social Security Administration (SSA) should be able to verify your immigration status **10 days after your OISS check-in and SEVIS registration**. Once you receive your SSN, please provide it to your employer.

Office hours: **9:00 a.m. – 4:00 p.m., Monday, Tuesday, Thursday, Friday**
9:00 a.m. – 12:00 p.m., Wednesday



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