To be eligible for a Social Security Number (SSN), F-1 and J-1 students must provide evidence of authorized employment. When applying based on on-campus employment, the Social Security Administration (SSA) will require a letter from OISS confirming 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 see https://oiss.rice.edu/ssn.

Eligibility Requirements:
1) Student is in valid 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).

How to Apply:
1) Request position supervisor at hiring department to complete “Employment Verification Form”, available at https://oiss.rice.edu/ssn. Please note that the form must be typed by employer and printed for an original signature.
2) Once completed, bring 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 see https://oiss.rice.edu/studentwork 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 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 and https://oiss.rice.edu/ssn.

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 from Rice

1. GET ON: “Hermann Park/Rice U” station
   Use your Q Card or purchase a one-way ticket for $1.25 with cash, U.S. credit card or debit card. Be sure to go in the south-bound direction (away from Downtown).

2. GET OFF: “Fannin South” station
   This will be six stops from Rice.

3. 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 also take bus #008 from the Fannin South Transit Center to the Social Security Office. See https://ridemetro.org/ for the schedule.

Documents to Bring:

1. Immigration documents:
   - I-20/DS-2019
   - Passport with visa
   - Most recent I-94

2. Employment documents:
   - On-campus work: Employment Verification Form & Letter from OISS
   - Off-campus work: Employer’s offer letter & I-20/DS-2019 with authorization
   - 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.

SSA Office hours: 9:00 a.m. – 4:00 p.m., Monday, Tuesday, Thursday, Friday
9:00 a.m. – 12:00 p.m., Wednesday
Statement of Understanding for F-1 Student On-Campus Employment

I, _________________________________________, Student ID (S_____________), have read and understand the 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