SOCIAL SECURITY

The Social Security Administration requires all F-1 students to supply evidence of employment before being issued a social security number. A social security number (SSN) cannot be issued for identification purposes or for a driver’s license. J-1 students are not required to have evidence of employment, but are required to obtain a letter from the RSO to submit to the Social Security Office.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

STEP 1: GET A JOB & SUBMIT WRITTEN OFFER OF EMPLOYMENT TO OIP
F-1 students must have an offer of employment. If a potential employer does not understand why you don’t have a SSN—they can contact the OIP. Students with Graduate Assistantships should submit a copy of your contract to the OIP.

STEP 2: STUDENT FILLS OUT FORM  OMB No. 0960-0066 (available at OIP)

STEP 3: STUDENT OBTAINS COMPLETED AND SIGNED FORMS FROM INTERNATIONAL STUDENT ADVISOR (DSO) & HUMAN RESOURCES STAFF

STEP 4: GO TO SOCIAL SECURITY OFFICE (nearest office is located in Cranberry, PA – please contact International Student Advisor for transportation arrangements)
Bring: Forms listed in Step 2 & 3 above, I-20 or DS 2019, passport, visa and I-94.
You will be required to meet briefly with an officer at the Social Security Office. You should be issued a card within 2-3 weeks.

STEP 5: SUBMIT RECEIPT OF APPLICATION (RECEIVED FROM SOCIAL SECURITY OFFICE) TO INTERNATIONAL STUDENT ADVISOR. IN MOST CASES, YOU WILL BE PERMITTED TO BEGIN EMPLOYMENT IF THE APPROPRIATE RECEIPT HAS BEEN ISSUED. THE INTERNATIONAL STUDENT ADVISOR WILL PROVIDE A FORM FOR YOU TO GIVE TO YOUR EMPLOYER INDICATING THAT PERMISSION HAS BEEN GRANTED TO BEGIN EMPLOYMENT. PLEASE UNDERSTAND THAT YOU WILL NOT BE PAID UNTIL YOU RECEIVE YOUR SOCIAL SECURITY NUMBER.

SSN FOR IDENTIFICATION
Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing. It is not lawful for businesses to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification. (passport, international driver’s license, student ID)

PLEASE CONTACT THE OFFICE OF INTERNATIONAL PROGRAM STAFF IF YOU HAVE ANY QUESTIONS OF NEED ADDITIONAL INFORMATION