

# International Student Services

## UNIVERSITY OF SOUTH CAROLINA

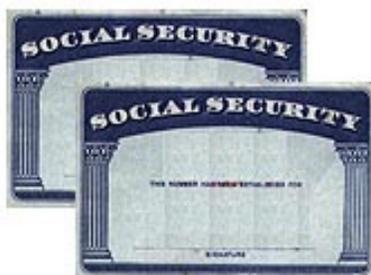
CLOSE-HIPP BUILDING, SUITE 650 • COLUMBIA, SC 29208

PHONE: 803-777-7461 • FAX: 803-777-0462 • E-MAIL: ISS@SC.EDU • WWW.SC.EDU/INTERNATIONALSERVICES

## How to Apply For a Social Security Card

**Please Note:** You should wait **at least 10 days** after you enter the United States to apply for a Social Security Card. The Social Security office must receive verification of your legal entry into the USA **before** you can apply for a card.

1. **Obtain an Employment Verification Letter or CPT I-20 or Academic Training DS-2019.**
  - **If you have on-campus employment:** once the Employment Verification Letter is completed by your department, it must be approved and stamped by International Student Services. A template is provided on page 5.
  - **If you are applying for CPT or Academic Training:** your application must first be approved by ISS before applying for a SSN.
2. **Complete the attached application** for a Social Security Card (page 2).
3. **Take** all of these items to the Social Security Office to apply for your card:
  - Social Security Application
  - Employment Verification letter or CPT I-20 or Academic Training DS-2019& letter from international student advisor
  - Passport
  - Visa
  - I-20 or DS-2019
  - If you are applying for SSN based on CPT or Academic Training employment, you must first get a new I-20 or DS-2019 with your work authorization approved before applying for SSN.
  - I-94 Card or Copy of Electronic I-94 from <https://i94.cbp.dhs.gov/i94/#/home>

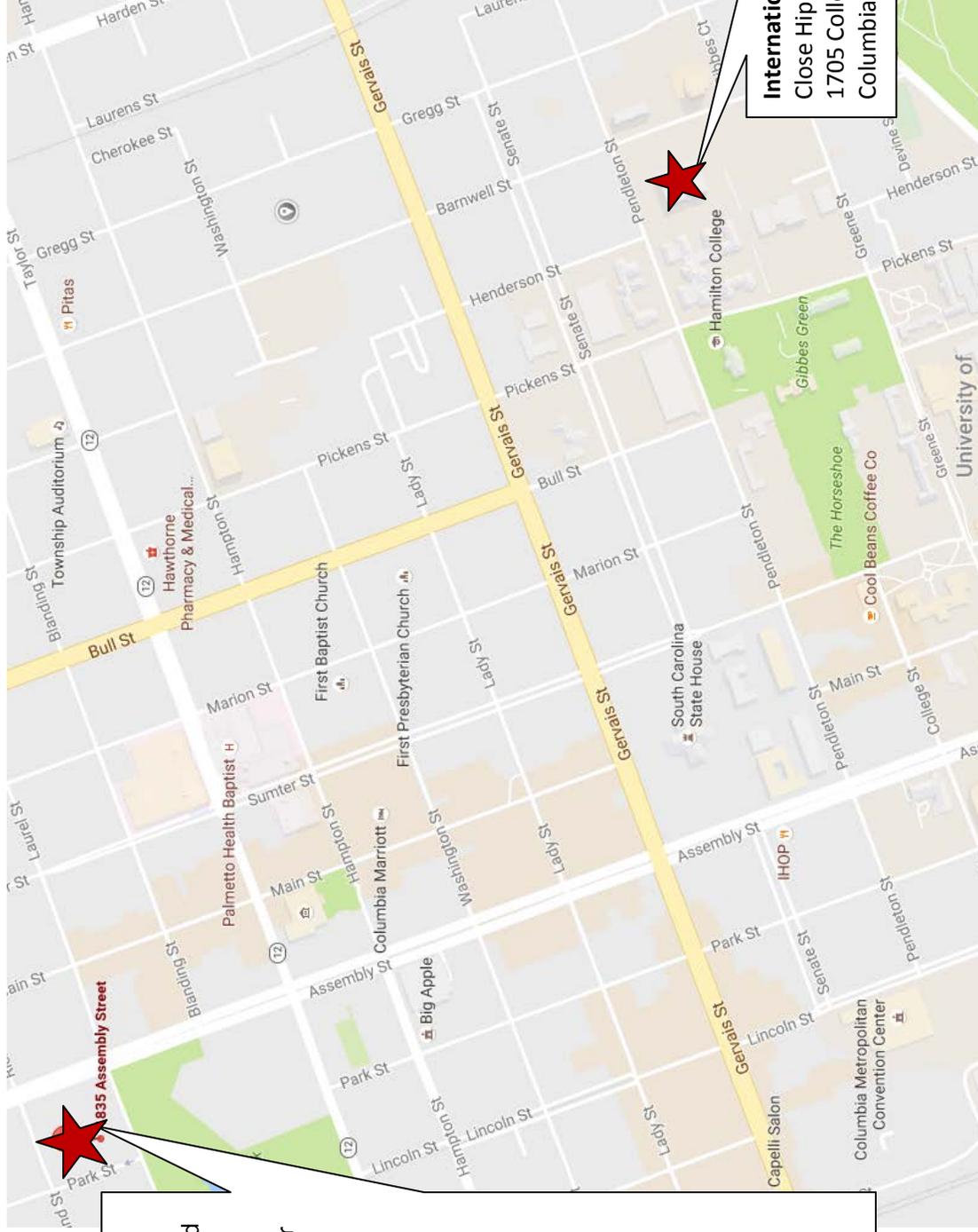


# SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

<b>1</b>	<b>NAME</b> TO BE SHOWN ON CARD		First	Full Middle Name	Last
	<b>FULL NAME AT BIRTH</b> IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
<b>2</b>	Social Security number previously assigned to the person listed in item 1			<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate)      City      State or Foreign Country			<b>Office Use Only</b>	<b>4</b>
				<b>DATE OF BIRTH</b>	MM/DD/YYYY
<b>5</b>	<b>CITIZENSHIP</b> (Check One)		<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)
			<input type="checkbox"/> Other (See Instructions On Page 3)		
<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary)	
		<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian			
<b>8</b>	<b>SEX</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>		First	Full Middle Name	Last
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9 B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Unknown		
<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>		First	Full Middle Name	Last
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Unknown		
<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
<b>13</b>	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
<b>14</b>	<b>TODAY'S DATE</b> MM/DD/YYYY		<b>15</b>		
			<b>DAYTIME PHONE NUMBER</b>		
			Area Code      Number		
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No.		
		City		State/Foreign Country      ZIP Code	
<b>17</b>	<b>YOUR SIGNATURE</b>		<b>18</b>		
		<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b>			
		<input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other    Specify _____			
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC		NTI	
CAN		EVI		EVA	
EVC		PRA		NWR	
DNR		UNIT		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
EVIDENCE SUBMITTED		DATE			
DCL		DATE			

# Map to the Social Security Administration Office



**Social Security Administration**  
Strom Thurmond Federal Building  
1835 Assembly Street, 11<sup>th</sup> Floor  
Columbia, SC 29201

**Office Hours:**  
MON: 9-4  
TUES: 9-4  
WED: 09:00 AM - 12:00 PM  
THUR: 9-4  
FRI: 9-4  
SAT & SUN: CLOSED

**For more information:**  
1-866-964-7594  
Or [www.ssa.gov](http://www.ssa.gov)

**International Student Services**  
Close Hipp Building  
1705 College St. Suite 650  
Columbia, SC 20208

# Employment Verification Letter Instructions

## Instructions for Student:

1. Take pages 4 – 5 of this application to your hiring department.
2. Once your department provides you with the employment verification letter, bring it to ISS
3. ISS will stamp your employment verification letter
4. Take the completed and stamped employment verification letter (along with your other documents) to the Social Security Administration

## Instructions for Hiring Department:

1. The Employment Verification Letter must be completed by the department hiring the student, and it must be typed and printed on **the department's USC letterhead.**
2. Before going to the Social Security Office, students must have the Employment Verification Letter **approved and stamped by International Student Services.**
3. The job description is a one sentence description of the daily duties of the job.
4. If you do not know the university's Employer Identification Number (EIN), leave this field blank. ISS will fill it in when the student brings it to be stamped.
5. The letter must include the signature of the department contact.
6. The letter should be in the exact format of the template letter below.

Date: \_\_\_\_\_

To Whom It May Concern:

This letter is evidence of on-campus employment for the following F-1 student. If you should need more information pertaining to this student or the job description, please use the employer contact information below.

**Student Information:**

Name of student: \_\_\_\_\_

Student's job title: \_\_\_\_\_

Job description:

Anticipated or actual employment start date: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

**Employer Contact Information:**

Name of department contact: \_\_\_\_\_

Title of department contact: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature of department contact: \_\_\_\_\_



# International Students and Social Security Numbers

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant **F-1**, **M-1**, or **J-1** student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you don't have a Social Security number, the college or school should be able to give you another identification number.

Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign a number to you just to enroll in a college or school.

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you're eligible to work on campus and can give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.**

In general, only noncitizens who have DHS' permission to work can apply for a Social Security number. We suggest you wait 48 hours after reporting to your school before you apply for a Social Security number. This waiting will help ensure we can verify your immigration status with the DHS.

To apply for a Social Security number at your local Social Security office:

- Complete an Application for a Social Security card (SS-5); and
- Show us documents proving your:

- Work-authorized immigration status;
- Age; and
- Identity.

## Immigration status

To prove your immigration status, you must show us a current admission stamp in your unexpired foreign passport and *Arrival/Departure Record* (Form I-94), if available. If you're an F-1 or M-1 student, you must also show us your *Certificate of Eligibility for Nonimmigrant Student Status* (Form I-20). If you're a J-1 exchange visitor, you must show us your *Certificate of Eligibility for Exchange Visitor Status* (Form DS-2019).

## Work eligibility

If you're an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you're an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page completed and signed by your school's designated official.

If you're an F-1 or M-1 student and have a work permit (Form I-766) from the DHS, you must present it.

If you're a J-1 student, student intern, or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your work permit from the DHS (Form I-766) is a future date.

## Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If you can't present your foreign birth certificate, we can consider other documents, such as your passport or a document issued by the DHS, as evidence of your age.

## Identity

We can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information, and preferably, a recent photograph. Social Security will ask to see your current unexpired foreign passport with DHS issued immigration documents.

***All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document.*** We may use one document for two purposes. For example, we may use your admission stamp in the unexpired foreign passport as proof of both work eligibility and identity.

We don't require you to have a Social Security number before you start work. However, the Internal Revenue Service (IRS) requires employers to report wages using a Social

Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at [www.socialsecurity.gov/employer/hiring.htm](http://www.socialsecurity.gov/employer/hiring.htm).

## Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit [www.socialsecurity.gov](http://www.socialsecurity.gov). There, you can: apply for benefits; open a *my* Social Security account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement SSA-1099/1042S; obtain valuable information; find publications; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today  
and tomorrow

Social Security Administration  
Publication No. 05-10181  
August 2017  
International Students and Social Security  
Numbers Produced and published at U.S. taxpayer  
expense