

International Student Services

UNIVERSITY OF SOUTH CAROLINA

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

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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. **Start the Social Security application process online at ssa.gov.**
 - Navigate to "Social Security Number" underneath the initial photos at the top of the page and click there.
 - Click "Start."
 - Answer the questions as asked. You should answer "no" to the question "Is the card for a U.S. citizen?"
 - When you reach the page that says "You can start your Social Security number (SSN) card application online. Once you've submitted your request, visit your local SSA office for additional guidance for completing your application. You will need to give us some of the information you provided again," click Continue
 - Complete the online process and print out or save a copy of the form you get at the end with a case number.
2. **Obtain an Employment Verification Letter**
 - **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 letter for your department 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.
3. **Complete the SS-5 (page 2 of this application packet).**
4. **Take** all of these items to the Social Security Office to apply for your card:
 - PDF on your phone or printout of online application confirmation with case number
 - Completed SS-5
 - Employment Verification letter for on-campus employment
 - or CPT I-20 for F-1 CPT students
 - or Academic Training DS-2019 & letter for J-1Academic Training
 - Passport
 - Visa
 - I-20 or DS-2019
 - Copy of Electronic I-94 from <https://i94.cbp.dhs.gov/i94/#/home>

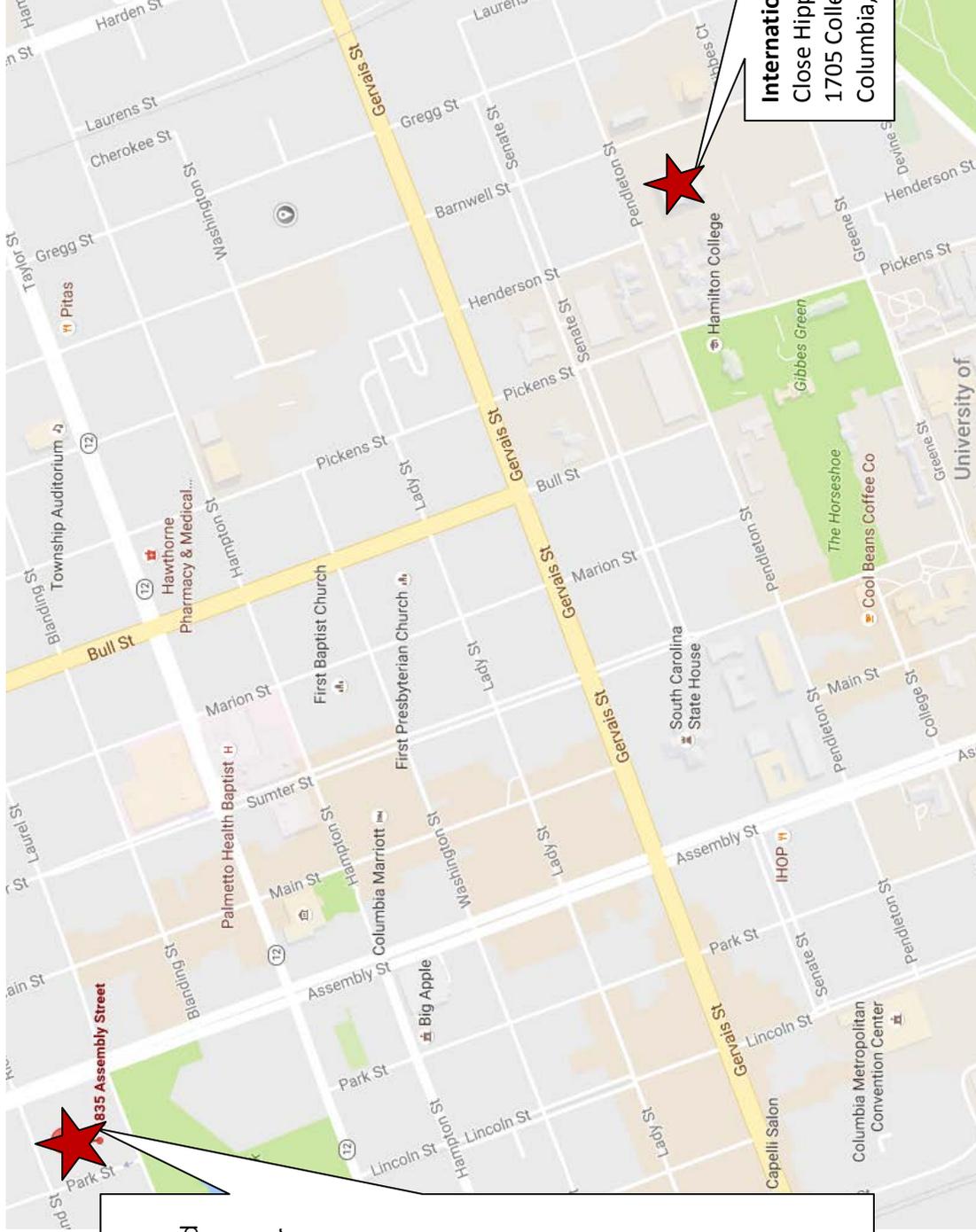
SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME TO BE SHOWN ON CARD		First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
2	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"/>	
3	PLACE OF BIRTH (Do Not Abbreviate)			4	DATE OF BIRTH
			City	State or Foreign Country	MM/DD/YYYY
			FCI	Office Use Only	
5	CITIZENSHIP (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)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary)		7	RACE Select One or More (Your Response is Voluntary)	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<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		
8	SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (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="checkbox"/> Unknown		
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (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="checkbox"/> Unknown		
11	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.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
14	TODAY'S DATE MM/DD/YYYY		15	DAYTIME PHONE NUMBER Area Code Number	
16	MAILING ADDRESS (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No.		
			City	State/Foreign Country	ZIP Code
17	YOUR SIGNATURE		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:	
			<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		ITV			
PBC	EVI	EVA	EVC	PRA	NWR
				DNR	
				UNIT	
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			DATE		
			DATE		
			DCL		
			DATE		

Map to the Social Security Administration Office



Social Security Administration
Strom Thurmond Federal Building
1835 Assembly Street, 11th 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

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

Employment Verification Letter Instructions

Instructions for Student:

1. Hiring department should complete the "Student Information" and "Department Information" sections of the PDF below, including the departmental signature.
2. You or your department should email the signed employment verification letter to iss@sc.edu.
3. A Designated School Official at ISS will sign the letter and email it to your USC email address. If you prefer to pick up the physical letter instead of receive an email, please note this when you send the letter in Step 2.
4. Print the complete employment verification letter and take it 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.
2. Before going to the Social Security Office, students must have the Employment Verification Letter **approved by International Student Services.**
3. The job description is a one sentence description of the daily duties of the job.
4. The letter must include the signature of the department contact.
5. The letter should be in the exact format of the template letter below.



Date: _____

International Student Services

To Whom It May Concern:

This letter is evidence of on-campus employment for the following international 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 Contact Information:

Name of department contact: _____

Title of department contact: _____

Telephone number: _____

Signature of department contact: _____

Designated School Official Information:

Name of Designated School Official: _____

Signature of Designated School Official: _____

Institutional Information:

Employer Identification Number: _____



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.

Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit 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