



ABOUT SOCIAL SECURITY NUMBERS

NOTE: If you have just arrived in the U.S. you should wait at least 10 days before submitting a SSN application. Applying early may result in the SSA rejecting your application.

Social Security numbers (SSNs) are issued to U.S. Citizens, permanent residents, and temporary (working) residents. Its primary purpose is to track income for tax purposes. The Social Security Administration (SSA) issues SSNs only to F students who have an employment offer. If you have an on-campus job, you must apply for a SSN. The process is free and described in the steps below.

STEP 1: COMPLETE THE SOCIAL SECURITY LETTER FOR F-1 INTERNATIONAL STUDENTS

- Letters must be completed by you, your supervisor, and International Affairs.
- Complete your portion of the letter and email a scanned copy to your supervisor to sign electronically noting the signature must look like a signature and not be a typed version of their name, and then email the form to intaff@saic.edu.
- Do not cross out or strike through any written information. Request a new SSN letter if mistakes are made. Letters with crossed out items will be returned.
- Make sure International Affairs has your current mailing address. If you need to update your address you can do so by updating PeopleSoft Self Service. International Affairs will either make the letter available for pick-up in the International Affairs office or will email you the original letter with signature.

STEP 2: GATHER DOCUMENTS

- Completed Social Security Letter for F-1 International Students
- I-20, Passport & F-1 Visa
- I-94 printout (available at i94.cbp.dhs.gov/i94)

STEP 3: BEGIN YOUR APPLICATION ONLINE

- Complete the Social Security application form online: <https://www.ssa.gov/number-card/request-number-first-time>
- We recommend you use International Affairs' mailing address, not your personal address.
 - SAIC International Affairs 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603

STEP 4: MAKE APPOINTMENT TO VISIT THE SOCIAL SECURITY ADMINISTRATION

- Upon completion of the online application, you will be prompted to make an appointment with the SSA. The SSA office nearest to SAIC is 605 West Washington (866-563-3899)

STEP 5: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES

- Students applying for a social security number must do so within three days of employment and provide Student Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.

SOCIAL SECURITY NUMBER APPLICATION PROCESS FOR F-1 INTERNATIONAL STUDENTS ON-CAMPUS EMPLOYMENT

STEP 6: WAIT FOR YOUR SOCIAL SECURITY CARD

- Cards take 2-8 weeks to process and mail.
- You may begin working while you wait for your card.

STEP 7: COLLECT YOUR SOCIAL SECURITY CARD

- The card will be mailed to the address you provided on your Social Security application.
- If you used International Affairs' mailing address, you will receive an email from intaff@saic.edu when your social security card has arrived.

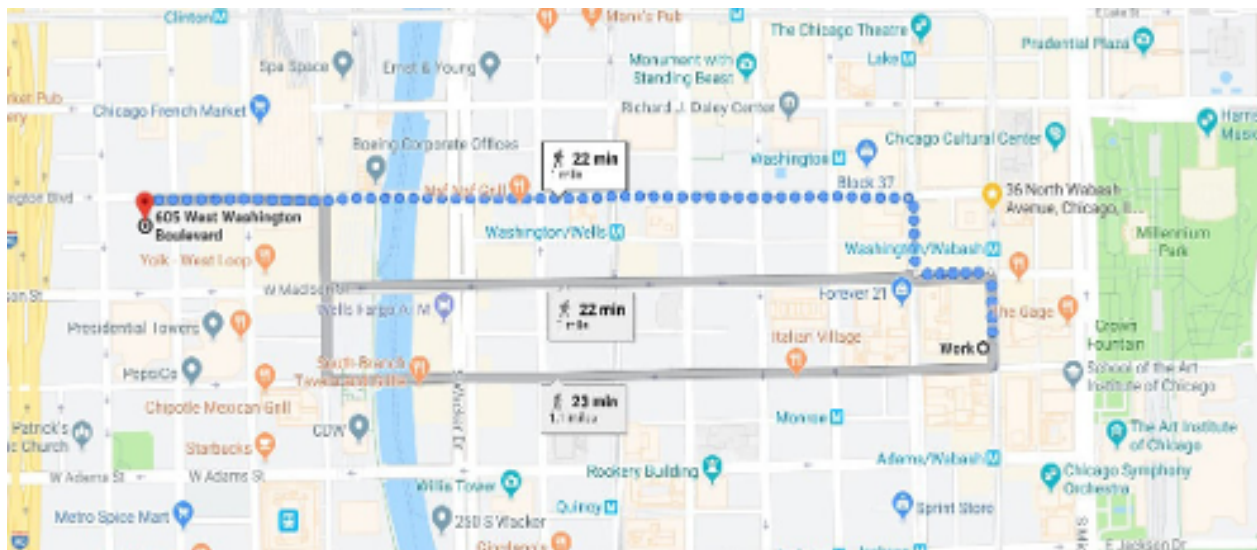
STEP 8: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES

Student Financial Services must take a photocopy of your new Social Security card to complete your employment paperwork (I-9 Paperwork) at SAIC.

STEP 9: SECURE YOUR SOCIAL SECURITY CARD IN A SAFE PLACE

- Your Social Security card is a sensitive identification document.
- Keep your card in a safe place; **do not** carry it in your purse or wallet.
- Lost or stolen social security cards can be used to commit a crime called identity theft.
- If you lose your social security card you can only replace it if you have a paying job at the time of re-application.

SOCIAL SECURITY ADMINISTRATION @ 605 W. Washington Blvd.





**INTERNATIONAL
AFFAIRS**

**SOCIAL SECURITY LETTER
FOR F-1 INTERNATIONAL STUDENTS**

SECTION 1: SAIC STUDENT

1. Ask your employer to complete Section 2.
2. Bring the form to International Affairs by the first day of your employment.

First name _____ Last name _____ SAIC ID# _____

Date of Birth (mm/dd/yyyy) _____ E-Mail _____@saic.edu

SECTION 2: TO BE COMPLETED BY SAIC EMPLOYER

This letter serves to confirm that the student named above will be employed with

_____ (department on campus) in the position of

_____. The student is expected to begin on

_____ and work _____ hours weekly.

Date (mm/dd/yyyy)

The School of the Art Institute of Chicago's EIN number is 362167725.

Sincerely,

Immediate Supervisor Signature

Supervisor: Print Name and Title

Date (mm/dd/yyyy)

Phone Number

SECTION 3: TO BE COMPLETED BY THE SAIC INTERNATIONAL AFFAIRS OFFICE

As provided by 8CFR 214.2(f)(9), the Designated School Official grants permission for this student to work on-campus a cumulative maximum of 20 hours per week when school is in session and full-time during vacation periods. The student must maintain valid F-1 student status at the School of the Art Institute of Chicago in order to remain eligible for this employment.

I confirm that this student is enrolled full-time at the School of the Art Institute of Chicago.

SAIC DSO Signature

Date (mm/dd/yyyy)

Jessica Wolfe, Director of International Student Affairs
Victoria McAllister, Director of Study Abroad
Alicia Ortiz, Associate Director of Study Abroad and International Student Affairs
Sachiko Larrimore, International Student Advisor
Melody Miller, International Student Advisor & SEVIS Analyst