



ABOUT SOCIAL SECURITY NUMBERS

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-1 students who have an employment offer. If you have a paid off-campus internship for CPT, you must apply for a SSN. The process is free and described in the steps below.

STEP 1: REQUEST A SOCIAL SECURITY LETTER FROM YOUR EMPLOYER

- Letters must be completed by your employer.
- Template attached
- Contact your local Social Security Office for instructions. You can find your local office here: <https://www.ssa.gov/locator>

STEP 2: GATHER DOCUMENTS

- Completed Social Security Letter from employer
- 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 YOUR EMPLOYER

- You must submit your social security application receipt and completed I-9 packet to your employer within 3 days of starting their job.
- If you do not submit these documents within 3 days, you could be terminated from their job.

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.

SOCIAL SECURITY NUMBER APPLICATION PROCESS FOR F-1 INTERNATIONAL STUDENTS OFF-CAMPUS EMPLOYMENT (CPT)

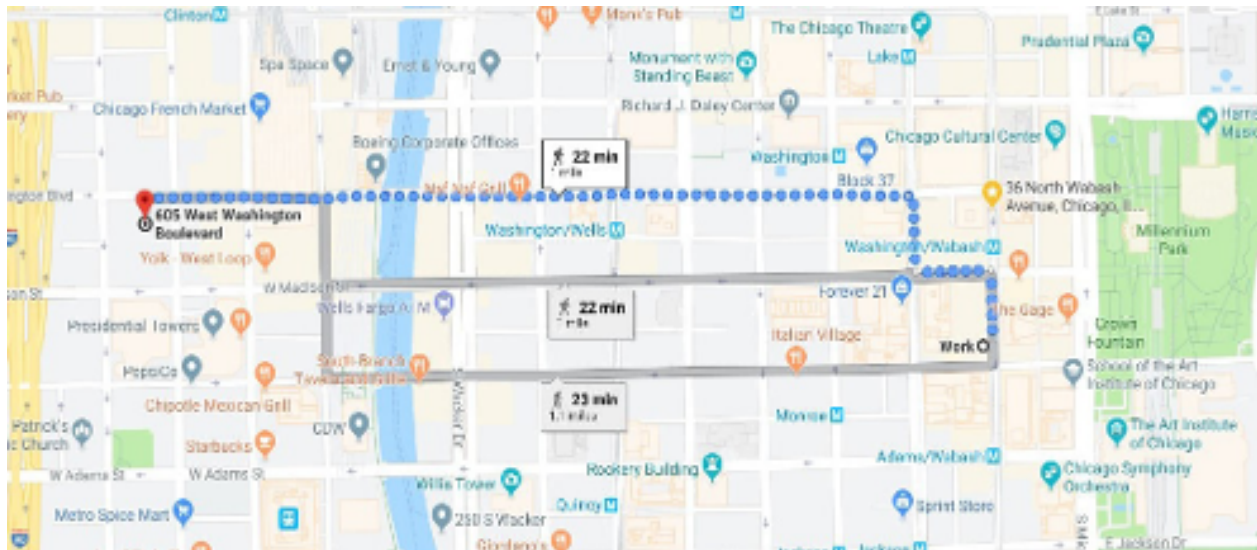
STEP 8: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO YOUR EMPLOYER

- Your employer must take a photocopy of your new Social Security card to complete your employment paperwork (I-9 Paperwork).

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.



SAMPLE SOCIAL SECURITY RECOMMENDATION LETTER FOR CPT EMPLOYMENT

ABOUT THIS SAMPLE LETTER

Students who have a paid position with off-campus Curricular Practical Training must obtain a Social Security recommendation letter directly from their employer. If needed, employers may use this Sample Social Security Letter as reference. Letters should be typed on official letterhead and include the supervisor's original signature.

(Date)

To Whom It May Concern:

This is to certify that (Student's Full Name) has been offered, or is already engaged in, authorized off-campus employment. They will be working in the position of (job/position) at (name of employer/company).

This position begins on (start date) and (student's name) will work (number of hours) weekly.

Employer contact information:

(Employer Identification Number, EIN)

(Supervisor's Name)

(Supervisor's Telephone Number)

Sincerely,

(Supervisor's Original Signature)

(Supervisor's Full Name and Title)