What is a Social Security Number (SSN)?

The SSN is a nine-digit number the Social Security Administration (SSA) to the United States (US) citizens, permanent residents, and noncitizens (i.e., F-1 students) that are eligible to work in the US. This number tracks earnings and is used to determine credit eligibility (if a student applies for credit after receiving the SSN only).

It is important to understand that the SSN will only be issued to if you have been offered employment and are eligible/authorized to work. **If you do not have a job or commitment of a job, you will not be issued the SSN.**

Do I Need the SSN to Apply for a Driver's License, Bank Account, or Housing?

The SSN **will not be issued** just to apply for a driver's license, bank account, housing or another service that may request one. Banks and housing offices may ask for the SSN, but if you are not eligible to apply for one, you must verify this and inquire about alternative information/documentation you can provide instead.

Can I Apply for the SSN Before I Arrive in the US?

No, F-1 students cannot apply for the SSN prior to arriving in the US. You must be attending school in the US to apply, and cannot apply until **10 days after** the first day of classes begins to ensure there has been enough time for you to be registered in the Department of Homeland Security's (DHS) database systems (SEVIS and SAVE).

The type of employment you apply for will determine if you must complete the general SSN application process, or if you are eligible to apply through an application for employment with USCIS (e.g., OPT).

EMPLOYMENT OVERVIEW

ON-CAMPUS EMPLOYMENT: Work that takes place on the campus or at an off-campus location that is educationally affiliated with the school (e.g., Chartwells).

- You may not work **more than 20 hours** per week when school is in session, and up to 40 hours during school breaks and school is not in session (winter or summer breaks).

- Examples of on-campus employment include a graduate assistantship (GA), working with dining services, or a university office/department.

Students are responsible for finding employment and can view the following resources for work opportunities:

Florida Poly Student Employment   Florida Poly Career Services

OFF-CAMPUS EMPLOYMENT: After completing one academic year (fall and spring), F-1 students may engage in off-campus employment, **only if they are eligible**.

- You must meet the criteria and complete the required application process to be considered for approval; **applying does not constitute approva**l. See employment types below:

- Curricular Practical Training (CPT)

- Optional Practical Training (OPT)

- International Organization Internship

- Severe Economic Hardship

- Special Student Relief

FLORIDA POLYTECHNIC UNIVERSITY

Social Security Number (SSN) Guide

HOW TO APPLY FOR THE SOCIAL SECURITY NUMBER (SSN)

If you have an employment offer for one of the following employment programs, you must complete the general SSN application process:

1. On-Campus Employment
2. Graduate Assistantship (GA)
3. Curricular Practical Training

GENERAL SSN APPLICATION PROCESS:

To apply for the SS you must schedule an appointment with the SSA office that is closest to your address in the US:

➢ Social Security Office Locator

➢ **Phone**: 1-877-604-9387 or 1-800-772-1213 or TTY: 1-800-325-0778

Once you have secured your appointment you will be required to bring the following documentation to your SSN appointment/interview (and anything additional if the SSA requests it):

➢ **Completed Form SS-5**, *Social Security Application*

➢ **Printout of your Form I-94**, *Arrival Departure Record*

➢ **Valid Passport** (it must be valid for at least 6 months in the future and include your current admission stamp)

➢ **Current Form I-20**, Certificate of Eligibility for Nonimmigrant Status (with valid student and DSO signatures)

➢ **DSO SSN Letter** (Required for on-campus employment and CPT only)

   o You must submit a copy of your employment offer letter and a **completed F-1 Student On-Campus Employment Verification Form** to request the DSO SSN Letter.

➢ **Employment Offer Letter** (signed and dated) and completed **F-1 On-Campus Employment Verification Form or F-1 Off-Campus Employment Verification Form** (must be completed by student and employer):

   o The employment verification form is required in addition to the offer letter because this information must be verified for immigration regulations reporting purposes and is not always provided in the offer letter.

   o The letter must be on company/department letterhead

   o Confirm your employment start date

   o Confirm the number of hours you are or will be working

   o Confirm your supervisor's name and telephone number

   o Describe your job (job description and/or duties)

   o The letter must be signed and dated by your supervisor (must be an ink signature, electronic signatures, and copies of letter not accepted by the SSA)

➢ *Recommended: Have your F-1 visa with you in the case additional information is requested.*

Other SSN Application Process:

If you are eligible for one of the following employment programs listed below you <u>will not</u> complete the general SSN application process listed above.

This is because you will apply for the SSN on your USCIS application for employment, by checking the box that asks if you would like to apply with a "Yes". USCIS will request the SSN, once approved, you will be issued the SSN Card via mail.

Please select the links for the applicable employment program listed below to confirm criteria and application process steps:

1. [International Organization (IO) Internship](#)

2. [Optional Practical Training](#)

3. [Severe Economic Hardship](#)

4. [Special Student Relief (SSR)](#)

HUMAN RESOURCES AND PAYROLL & TAX SERVICES ONBOARDING TASKS

If you have on-campus employment you will have additional onboarding tasks to complete, please refer to the following so you are aware of the tasks that will be required **BEFORE** you can start working.

HUMAN RESOURCES (HR):

1. HR will send a link to your university e-mail account directing you to create an account and log into [Workday](#) to complete onboarding tasks **to be cleared to work**. These tasks will include (*but not limited to*):

   a. **SSN Card:** You must provide a copy (provide them with the receipt you receive from the SSA verifying you have applied for your SSN, then submit copy of actual card once it is received).

   b. **[Eligibility Check](#):** Ensures eligibility to work legally and meet enrollment/academic criteria.

   c. **[Background Check](#):** Required to investigate a candidate's background and validate information provided.

   d. **[I-9 Verification Process](#)**: For US employment authorization and identification purposes; requires copies of your SSN Card, Form I-94, or Passport.

PAYROLL & TAX SERVICES (Payroll):

2. Payroll will send an email to your university e-mail account directing you to create an account and log into **[GLACIER](#)** (online tax compliance system for foreign nationals to provide their immigrant and tax data).

   a. It is very important that you complete this process and do not confuse it with your HR onboarding tasks, because they are **two separate processes**.

   b. View the **[Glacier Tax Compliance Guide](#)** to assist with understanding this requirement and to obtain the steps to assist with creating a record.