UMass | Dartmouth
International Student & Scholar Center

For On Campus Employers of F-1 Students

Social Security Card Application Process for F-1 International Students

The Social Security Administration (SSA) has made changes to the regulations allowing international students to apply for U.S social security numbers (SSN). F-1 visa status students are no longer allowed to apply for social security numbers as a benefit of their immigration status. These students must now show evidence of holding a job on-campus before their social security card application will be accepted by the social security office.

Each student must now receive a letter from his or her immediate supervisor verifying the on-campus job, the start date, and the nature of the job. The student must take this letter to the International Student & Scholar Center (ISSC) for certification by a staff DSO, and then must submit it in person with their original immigration documents, to the local social security office.

We have created a template letter (see below), which should be used to comply with this requirement.

Please download the letter, print it on your **department letterhead**, complete it and sign it in blue ink, and return it to the student. The student will bring it to the ISSC for **certification.**

STUDENT:

Before going to the Social Security Office to apply for your SSN, you **MUST** complete the **ONLINE** application with this link to request a Social Security number | SSA, https://www.ssa.gov/, and then visit the office within 45 days of completion of the application to submit your documents (passports, visa, I-20, etc.). Your application will already be in the database so you will not have to complete it at the SSO.

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm.

Also, employers are required to abide by Federal and State laws with respect to the payment of wages to employees who have completed the agreed-to amount of work. The hiring department may not withhold wages from an employee because the employee does not yet received the social security card. See the U.S. Department of Labor website that discusses the basic requirements of the Fair Labor Standards Act (FLSA) http://www.dol.gov/elaws/esa/flsa/screen5.asp.

Please contact the International Student & Scholar Center at extension 6633 or email INTL_Office@umassd.edu if you have any questions about this process.

Verification to Social Security Administration of
F-1 International Student's ON-CAMPUS EMPLOYER

(Please print this letter on department letterhead, complete and sign in blue ink, and return to the student employee. The student should return the letter to the International Student & Scholar Center for certification.)

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To whom it may concern:
This is evidence of on-campus employment for:

_____

(Name – F-1 Student)

Nature of student's job: (e.g., teaching assistant, office aide, library aide, research assistant, etc.):

_____

Start Date: _____   **Number of Hours/Week:** _____

Employer contact information:

    UMass Dartmouth Employer Identification Number
    (EIN): 04 3167352

    Employer telephone number: _____

    Student's Immediate Supervisor:

    _____

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____

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International Student & Scholar Center (P)DSO certification:

Date: _____

(P)DSO Name: _____

(P)DSO Signature: _____

(P)DSO Telephone #: (508)910 6633