

SOCIAL SECURITY NUMBER HANDOUT

Effective October 13, 2004, Social Security Administration (SSA) regulations require that all F-1 student and J-1 exchange visitor applicants for a social security card show proof of employment or an explicit job offer in order to be eligible for a social security number. ***International students who do not have employment or an employment offer cannot obtain a Social Security Number.***

What is a Social Security Number?

It is a 9-digit number assigned by the SSA and is intended primarily to track a worker's wages, but it is often used by companies and other government agencies to identify many things like an individual's credit history, driving record, etc. It is entirely different from the Campus Wide ID assigned to you by Loyola.

Do I need a Social Security Number?

If you have a job you must apply for a Social Security Number. As a full time F-1 student or J-1 exchange visitor you are eligible to work on campus a maximum of 20 hours per week while school is in session. If you are eligible for Curricular Practical Training (CPT) or Optional Practical Training (OPT) you must also apply for a social security number. Please ask the CIE staff for more details about CPT or OPT.

How can I apply?

You must submit originals of the following documents to the local SSA office:

- Passport
- I-20 or DS-2019
- I-94
- Letter from CIE (Request this letter at least two days before you intend to go to the SSA office.)
- Letter from your employer (on letterhead) that contains the following:
 - Clear identification of the student to be hired
 - Name of hiring department
 - Anticipated or actual employment start date
 - Job description of student's position
(F-1 or J-1 international students can be employed on-campus in student assistant positions only. They cannot work as work-study students.)
 - Number of hours the student is expected to work
(Remember that F-1 students are only allowed to work a maximum of 20 hours per week when school is in session.)
 - Name and contact information of the student's immediate supervisor
 - Immediate supervisor's signature and the date the document is signed

Where do I apply?

The nearest SSA office is located at 400 Poydras Street, Suite 500, New Orleans, LA 70130. If you need information on other offices, call 1-800-772-1213 or visit <https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp>.

Do I have to pay to get a Social Security card cost?

There is no charge to apply for a Social Security card.

How long will it take to get my Social Security Number?

It will take between 10 days and 6 weeks to receive your Social Security Number. Your card will be mailed to the address you specify on your Social Security application. (You will complete this SS application when you go to the SSA office.)

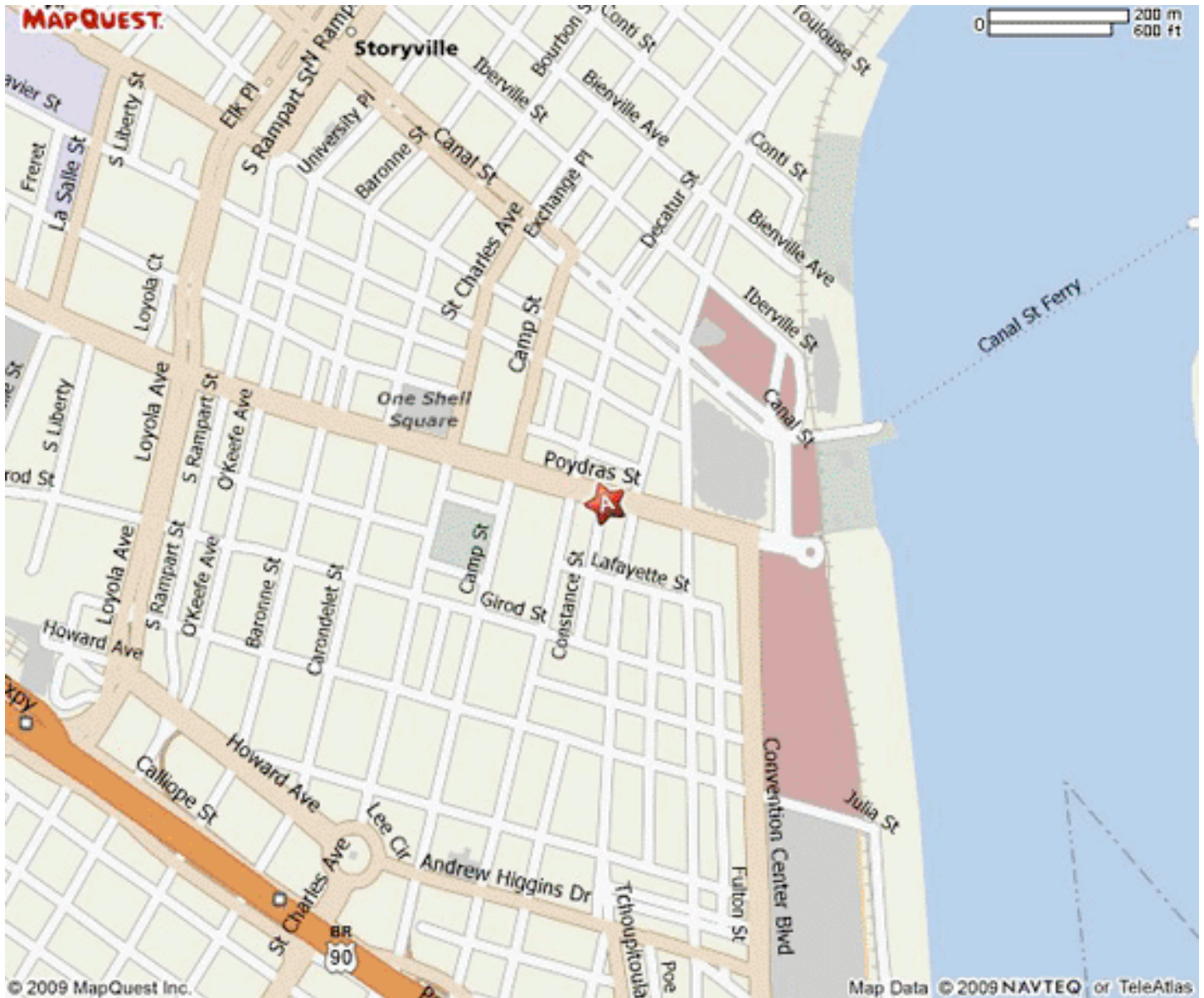
Do I have to wait to get my card before I can start working?

No. You may start working right away, but you should apply for your Social Security card shortly after you are hired. If you are working on campus, you will have to complete employment forms in the Human Resources Office (located in Mercy Hall, Room 102). As soon as you receive your SSN and card, you will need to give this information to Human Resources. If you are on CPT or OPT, discuss your situation with your employer's HR department.

What if I lose my card?

There are instances when you will be required to show your Social Security card, but it is usually the number that is most important. If you lose your card, but don't remember your SS number, you will have to complete the application process all over again. If you lose your card, but you remember your number, you can apply for a replacement card.

Social Security Office Location



Office Address: 400 Poydras Ave., Suite 500, New Orleans, LA 70130

Office Phone: 1-800-772-1213

Office Hours: Monday – Friday 9:00 a.m. – 4:00 p.m.

Directions to office: The office is located at the intersection of Poydras St & Magazine St next to the Hale Boggs Federal Bldg. The office is on the 5th floor.

Information on Hiring International Students Who Do Not Have Social Security Numbers

Effective October 13, 2004, new Social Security Administration (SSA) regulations require that all F-1 student and J-1 exchange visitor applicants for a social security card show proof of employment or an explicit job offer in order to be eligible for a social security number. The student must submit a letter from the on-campus department that hired them, their original immigration documents and a letter from the Center for International Education (CIE) to the SSA office as part of their application. As a hiring department, your letter (on department letterhead) must contain the following information:

- Clearly identify the student
- Name of Hiring Department
- Anticipated or actual employment start date
- Job description of student's position (F-1 or J-1 international students can only be employed in student assistant positions. They cannot work as work-study students.)
- # of hours the student is expected to work (please remember that F-1 students are only allowed to work a maximum of 20 hours per week when school is in session.)
- Name and contact information of the student's immediate supervisor
- signed and dated by immediate supervisor

Students are allowed to work before they receive their social security card, but they cannot be paid until they turn in their SSN to Human Resources. Please submit all Personnel Notification Forms (PNFs) to Human Resources as is standard procedure for all new hires. In order to be paid students must notify HR once they receive their social security number. More information on social security requirements for international students can be found at <http://www.ssa.gov/pubs/10181.html>. If you have any questions, please contact the Center for International Education at 864-7550 or cie@loyno.edu.

To Whom It May Concern:

This is evidence of on-campus employment for: _____
(Name of international student)

Nature of student's job (e.g. student assistant, library aide, intern, etc.)

Employment Start Date: _____ Number of Hours per week: _____
(F-1 students may work a maximum of 20 hours per week while school is in session)

Employer contact information: _____
(Name of Employer)

(Employer Tax Identification Number)

(Employer Telephone Number)

(Name of student's supervisor)

(Supervisor's Signature)

(Signatory's Title)

(Date)