



Dartmouth College • Office of Visa and Immigration Services

44 North College Street • Suite 6202 • Hanover • New Hampshire • 03755

Telephone: (603) 646.3474 • Fax: (603) 646.1616 • Blitz Bulletin: "Visa Services"

Email: Visa.and.Immigration.Services@Dartmouth.edu • Web: <http://www.dartmouth.edu/~ovis>

Social Security Card Applications for F-1 International Students

The Social Security Administration (SSA) has changed the regulations relating to F-1 student eligibility for U.S. social security numbers (SSN). In order to be eligible for an SSN, these students must now show evidence of one of the following:

1) Holding a job on-campus. Each student must now receive a letter (template provided by the Office of Visa and Immigration Services, included below) from his or her immediate supervisor verifying the on-campus job, the start date, and the nature of the job. The student must then take this letter to the Office of Visa and Immigration Services for certification by the International Advisor, and must submit it in person, along with the social security card application form and their original immigration documents, to the local social security office.

Please download the letter (<http://www.dartmouth.edu/~ovis/docs/ssa-app-letter.doc>), 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 Office of Visa and Immigration Services for certification.

(<http://www.dartmouth.edu/~ovis/docs/ssa-app-letter.doc>)

2) Approved for Curricular Practical Training (CPT), as evidenced by the I-20 with a CPT endorsement on page 3, and with a work start date within 30 days of the date of application for the SSN.

3) Approved for off-campus work, with a current and valid Employment Authorization Card. The start date on the card must be reached before an application for the SSN can be made.

NOTE:

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>.

Ineligibility letters: If you do not intend to work presently, and therefore are ineligible for a U.S. social security number, the Social Security Administration of Littleton, NH or Concord, NH are willing to issue you a "letter of ineligibility" which could be of use as you seek a driver's license, set up a bank account, apply for a credit card, etc. In order for you to receive a SSA "letter of ineligibility," you must bring a typed letter with you to the Social Security Office. This should be a very short letter noting that you do not presently hold a job, and are not currently pursuing employment at Dartmouth or in the U.S. in general, thus making you ineligible for a U.S. Social Security Number. You should print and sign your name, and include your complete U.S. (Dartmouth) mailing address. Also, please take your passport, I-20 (F-1's) or DS-2019 (J-2's), and I-94 card with you as proof of your current immigration status. The SSA will process your letter and mail you a "letter of ineligibility."

Please contact our office if you have any questions about this process.

DELETE this paragraph and add your department letterhead before printing.

Letter template for verification to Social Security Administration of F-1 international student's ON-CAMPUS EMPLOYER

This is needed only for F-1 students who are applying for the SSN based on on-campus employment.

This F-1 student letter template is available online at:

<http://www.dartmouth.edu/~ovis/docs/ssa-app-letter.doc>. Please have your supervisor download it, print it out on department letterhead, and complete and sign it in blue ink. **You must then bring it to the Office of Visa and Immigration Services for certification by your International Advisor.**

To whom it may concern:

This is evidence of on-campus employment for:

(Name – F-1 Student)

____ This student is working on campus in the following position:

OR: _____

____ This student is a fully funded graduate student receiving a stipend from Dartmouth College

Start Date: _____

Number of Hours/Week (20 hrs/week limit during enrolled terms): _____

Department/Employer contact information:

Dartmouth College Employer Identification Number (EIN): 02-0222111

Dept employer telephone number: _____

Student's Immediate Supervisor: _____

Employer Signature (Original): _____

Signatory's Title: _____ Date: _____

Office of Visa and Immigration Services DSO certification:

Date: _____

Immigration Advisor / DSO Name: _____

Immigration Advisor / DSO Signature: _____

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