Instructions for an F1 International Student to Obtain a Social Security Number

If you are offered a job:

1. Request a letter from your Parkland supervisor stating the following:
    *   Date
    *   Identity of employee
    *   Job description
    *   Anticipated or actual employment start date
    *   Number of hours the student is expected to work
    *   Employer identification number (EIN) (Parkland's number is 370892090)
    *   Employer contact information, including telephone number and name of the student's immediate supervisor
    *   Supervisor's signature and job title

2. After receiving the supervisor's letter, take it to the Office of International Student Services (room U214) and they will also write a letter, which will verify your enrollment status and work eligibility.

3. Take both letters to the Social Security Administration office at 101 S. Country Fair Drive, Champaign, IL (see map on back) and complete an *Application For A Social Security Card* (Form SS-5; http://www.ssa.gov/pubs/10181.html, also available at their office) and submit to the Social Security Administration office along with the following:

    Proof of F1 immigration status and eligibility to work, bring the following:
    *   I-94, (*Arrival/Departure Record),* issued to you when you arrived in the United States.
    *   Form I-20.

    Proof of identity, bring one of the following:
    *   Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport)
    *   Form I-94 with your unexpired foreign passport
    *   Form 1-766 (work permit card from DHS)

    Social Security requires that all documents be either original documents or copies certified by the issuing agency. They cannot accept photocopies or notarized copies of documents.

4. Once your paperwork is processed, the Social Security office will issue a statement/letter showing you have applied for a social security number; your card will be mailed to you. Bring the statement to Human Resources (A116) to complete your student employment paperwork. Once these 4 steps are completed and you receive your Student Work Authorization form from Financial Aid/Veteran Services (U286), you may begin work. Once you receive your Social Security card, you must bring your card to Human Resources, room A116, to update your employment records.

Contact information for Social Security Administration is available at http://www.ssa.gov/pubs/10181.html.

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Prepared by ISS and Career Center
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The following is supplied by the Department of Homeland Security. Please follow these simple tips which will make the process go much smoother and save a lot of time:

1. **Wait 10 days after you arrive in the United States.** You may want to apply for a driver's license or SSN right away, but be patient. The 10-day wait allows time for all the government databases to update with your arrival information.

2. **Know what you are applying for and if you are eligible.** While you are waiting, talk with your school's designated school official (DSO) or sponsor's responsible officer (RO) or alternate responsible officer (ARO) to learn more about your state's driving rules and regulations. If you want an SSN, have your DSO or RO/ARO confirm that you are eligible before you apply.

3. **Make sure your record in the Student and Exchange Visitor Information System (SEVIS) is up-to-date and in *Active* status.** SEVIS is the database that contains information for all F, M and J nonimmigrants in the United States. A DSO (international school official) manages an F or M nonimmigrant's SEVIS record. An RO/ARO manages an exchange visitor's SEVIS record. The DSO or RO/ARO (whichever applies to you) must place your record in *Active* status when you report to the school or program. Talk with your DSO or RO/ARO before you apply for a license or SSN to make sure your record is *Active* in SEVIS. If your record is not *Active* when you apply, your application will be rejected.

4. **Check your forms.** Check all your forms to make sure your information is correct. This is data integrity. Data integrity is very important because if you have different information on different forms, it will cause delays. Specifically, check your Form I-94, "Arrival/Departure Record," for handwritten information. If the information on your Form I-94 is different than on your passport or Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," or Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status," please see the DMV Fact Sheet (http://www.ice.gov/doclib/sevis/pdf/dmv_factsheet.pdf) for more information.

5. **Wait two days after your DSO or RO/ARO activates your record in SEVIS.** After your DSO or RO/ARO activates your record in SEVIS, you should wait at least two federal business days before you apply for a driver's license or SSN. This gives all the databases time to update with your new information.

6. **Bring all your paperwork.** When you go to the Department of Motor Vehicles (DMV) – the common name for a state government office that issues driver's licenses – or to theSocial Security office, remember to bring all your paperwork. For most states, the paperwork includes these documents:

   - Form I-20 **or** Form DS-2019
   - Form I-94, "Arrival/Departure Record" (printable at https://i94.cbp.dhs.gov/I94/request.html if you entered the U.S. after March 1, 2013)
   - Passport (with visa, if applicable)
   - Proof of legal presence or residence (ask your DSO or RO/ARO what your state requires)

7. **Bring a letter of employment and an endorsed Form I-20** (for F students). See page 1, #1 and #2 for specific information about employment letters.

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Directions to the Social Security Administration office

South

Social Security Office
101 S. Country Fair Dr., Champaign

University Ave. – I72

East

Church Street – I72

West

Mattis Ave.

Country Fair Dr.

Bradley Ave.

Parkland
College

North

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