

Arkansas Tech University

International Students &
Social Security Numbers

WHAT IS A SOCIAL SECURITY NUMBER?

- 9 digit number generally assigned to people who are authorized to work in the United States. (Example 995-35-1122)
- Used to report your earnings to the US government

DO I NEED A SOCIAL SECURITY NUMBER?

- If you DO NOT plan to work while you study, then you DO NOT need a social security number
- If you DO plan to work while you study, then you DO need a social security number

WHEN CAN I APPLY FOR A SOCIAL SECURITY NUMBER?

- You can apply 10 days after you enter the US.
- You must have a job offer **BEFORE** you can apply for a social security card.

HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?

- Complete an Application for a Social Security Card. (Come by the IMSSO or go to <http://www.ssa.gov/online/ss-5.pdf>)
- Obtain an Certificate of On-Campus Employment Eligibility Form from the IMSSO
- Obtain a job offer letter from your employer.

Example Certificate of On-Campus Employment Eligibility

****MUST BE PRINTED ON IMSSO LETTERHEAD!****

Student name: Mario Rossi Citizen of : Italy
Student number: 000-00-0000

This is to certify that the above-referenced student is eligible to be employed on campus (non-work study only) for the Spring semester/term 2007 .

Limitations on Employment. On-campus employment is available only to those students who are maintaining their status and are enrolled in a full course of study. Student may work during vacations if they have enrolled for the next semester. On-campus employment must not exceed 20 hours per week while school is in session. If this student is employed elsewhere on campus or is employed off campus with proper authorization, that work must also be counted toward the 20-hour limit. Full-time employment is permissible between school terms and during holidays and vacations, including summer vacations.

Employment Eligibility Verification. If you employ this student, you and the student may be required to complete a form entitled "Employment Eligibility Verification"(INS Form I-9), which the employer retains.

Tax Concerns. In general, F-1 students who have been in the United States less than five years are exempt from Social Security (F.I.C.A) taxes. The earnings of students working on campus are exempt from F.I.C.A., regardless of the amount of time spent in the United States. However, the earnings of F-1 students are subject to applicable federal, state and local taxes, and these amounts may be withheld from paychecks. Students must file an income tax return on or before April 15 each year, which will determine if withheld taxes can be reclaimed.

Maintenance of Lawful Status. In order to preserve on-campus employment eligibility, F-1 students must maintain their lawful status. Among other requirements, this means that they must (1) enroll for a full course of study during the academic year, (2) maintain their eligibility to enroll, (3) limit all employment to 20 hours per week while school is in session and (4) refrain from off-campus employment without authorization.

If you have any questions regarding this student's eligibility to be employed, please contact this office.

Signature of Designated School Official: _____
Name and title: _____
Department: International & Multicultural Student Services
Date: _____

Note: This handout may not be used to complete from I-9

Example Job Offer Letter to be written by your Employer

Note to Employers:

Must be on the Departments Letterhead & EIN Number is the same for all departments at ATU

December 20, 2006

Social Security Administration
2708 East Parkway Drive
Russellville AR 72802

To Whom It May Concern:

This correspondence serves as evidence of on-campus employment for Mr. Mario Rossi, a current international student at Arkansas Tech University. Please use this information to assist him in securing his social security card.

Mr. Rossi has been hired to work in the English Department beginning on February 1, 2007. His employment hours will be 20 hours per week. The job duties for this student will include answering telephones, assisting students, grading papers and other duties as assigned.

My employer contact information is as follows:

Arkansas Tech University, English Department
71-6014834 (EIN Number)
479-968-5555 (Telephone Number)
Ms. Susan Smith (Student's Immediate Supervisor)

Sincerely,
Susan Smith
English Department

WHERE DO I APPLY FOR A SOCIAL SECURITY CARD?

- Social Security Administration Office
2708 East Parkway Drive
Russellville, AR 72802
Phone Number: 479-968-2762
Toll-Free - 1-800-772-1213

What documents do I take to the Social Security Office

- Application for Social Security Card
- Certificate of On-Campus Employment Eligibility Form from the IMSSO
- Job Offer Letter
- Current Visa
- Current Passport
- Current I-20
- Current I-94 Card (White Card inside your Passport)

WHERE CAN I WORK?

- Students may work anywhere **ON-CAMPUS**
- Off-campus work is only allowed:
 1. for Internships – CPT (Curricular Practical Training)
 2. Economic Hardship (application must be sent to the Department of Homeland Security with the assistance of the IMSSO)
 3. During OPT (Optional Practical Training)

HOW MANY HOURS PER WEEK CAN I WORK?

- Students may work ON-CAMPUS up to 20 hours per week while school in session.
- During vacations and breaks, students may work ON-CAMPUS 40 hours per week.