

Social Security Number Process

(CHECKLIST FOR F-1 STUDENTS APPLYING FOR A SOCIAL SECURITY NUMBER)

- 1. FIRST the student must have a job offer. The Social Security Administration now only issues Social Security Numbers to F-1 students who have a job offer. Your supervisor must submit a letter offering employment, and sign and date the letter. Please see the attached sample.
- 2. Read and sign the MCC form "Acknowledgement of F-1 Employment". Your supervisor must also read and sign the form. Please return the signed form to the International Education Programs office.
- 3. Request a "letter of F-1 eligibility for employment" from the International Education office. You must be "in status" to be eligible to work.
- 4. Go in person with the following original documents to your local Social Security Card Center* and complete the Application for a Social Security Card (SS-5). There is no fee to apply. If you want to complete the SS-5 form before going to the office, you can download it at <http://www.socialsecurity.gov/online/ss-5.html>.
 - ___ SS-5 Application for a Social Security Card
 - ___ Passport showing F-1 visa (or approval notice for change of status to F-1) 1-94 card (arrival/departure record)
 - ___ SEVIS 1-20 document

 - ___ Two (2) letters:
 1. Letter of job offer from supervisor
 2. Letter of eligibility from International Education office
 - ___ Employment Authorization Card, if on OPT (Optional Practical Training)
- 5. When you have received your Social Security Card, you will need to complete additional forms with the MCC campus Human Resources representative (Building 41) who processes "new hire" paperwork.

* There are only two locations in the Phoenix area where you can obtain a new SSN card. The addresses are:

North Phoenix Social Security Card Center

16241 N. Tatum Blvd., Suite B Phoenix, AZ
85032

(1/2 MILE NORTH OF GREENWAY ON TATUM BLVD - ON EAST SIDE OF TATUM BLVD- NE)

Hours: Monday to Friday, 9:00 a.m. to 3:30 p.m.

Except Federal Holidays

Downtown Phoenix Social Security Card Center

250 N. 7th Avenue, Suite 200

Phoenix, AZ 85007

(7TH AVE SOUTH OF THE 1-10 INTERCHANGE AT THE INTERSECTIONS OF 7TH AVE AND VAN BUREN STREET)

Hours: Monday to Friday, 9:00 a.m. to 3:30 p.m.

Except Federal Holidays

For more information, please visit <http://www.socialsecurity.gov/>

SAMPLE JOB OFFER FROM EMPLOYER

(Must be typed or written on official school or department letterhead, and contain employer's original signature)

Today's Date
Social Security Administration To
Whom It May Concern:

This letter certifies that name of student has been offered an on-campus student employee position. He/She will be working as a nature of student job/description in the name of department office at Mesa Community College. Name of student will begin working on (start date of job) or as soon as he/she receives his/her Social Security Card and per federal regulations, will work no more than 20 hours per week during the academic year. I, name of supervisor, will be his/her immediate supervisor.

Please assist name of student with his/her request for a Social Security Number. If you need further information regarding this job offer please contact myself, name of supervisor. My contact information is as follows: telephone number.

The Employer Identification Number (taxpayer ID) for Mesa Community College is 86-0185552.

(Follett Bookstore, Aramark Food Services, and the Cafe, please identify as employer and supply your taxpayer ID)

Sincerely,

(Name of Supervisor)
(Title)
(Department)
Mesa Community College

**ACKNOWLEDGEMENT OF F-1 EMPLOYMENT REGULATIONS ON-
CAMPUS EMPLOYMENT**

By signing below, I acknowledge that I understand the following regulations regarding employment in F-1 status:

- I am applying for a **Social Security Number** because I am applying for an on-campus job, and the United States Internal Revenue Service requires employers to report wages using a Social Security Number. I understand that I am legally required to **report my income**, and to file U.S. and Arizona tax returns.
- I am only eligible to work on-campus while I am maintaining my F-1 status, which includes maintaining a minimum of 12 credit hours for both the spring and fall semesters. I understand that if my enrollment drops below 12 credit hours, I will be "out of status" and I will not be able to continue working until I am back "in status."
- I am **not eligible to work off-campus** without authorization from my International Student Advisor and the Department of Homeland Security. Failure to comply with these and all other F-1 regulations will result in the loss of my student status and possibly subject me to deportation.
- I understand that I must first obtain a **letter offering a job** from my employer before I can apply for a Social Security Number.
- I am only eligible to work at the **school which has issued my 1-20 document**. If I transfer to another school, I am no longer eligible to work at Mesa Community College (MCC).
- I understand that once I graduate from MCC, I am no longer eligible to work for MCC.

Student Name: _____

Date: _____

Student Signature: _____

Name of Supervisor: _____

Date: _____

Supervisor's Signature: _____