MEMORANDUM

To: TC Departments and Offices Hiring F-1 International Students
From: Samantha Lu, Director
Re: SSNs and Employment Confirmation Letters for F-1 Students
Date: November 18, 2010

The Social Security Administration (SSA) has announced new procedural requirements, effective October 13, 2004, for F-1 international students applying for Social Security numbers (SSNs).

The new SSA requirements stipulate that F-1 students must now submit evidence of on-campus or another form of authorized F-1 employment when applying for SSNs. Previous, F-1 students were allowed to apply for SSNs simply with our office’s certification of their eligibility to work on-campus, regardless of their actual employment situation.

Under the new requirements, any F-1 student who is hired to work on campus and needs to apply for a SSN must obtain a letter from the hiring department or supervisor confirming that he/she is work in on campus. The hiring department must issue a signed dated letter on department letterhead. Please refer to the sample letter (Sample Department Letter for On-campus Employment) on our Web site.

Upon receiving a department letter, the student should then report to the Office of International Student Services for further assistance with SSN application procedures.

PLEASE NOTE:

- F-1 students who do not have SSNs are allowed to begin working on the date of hire although they will need to apply for SSNs as soon as possible after commencing employment to ensure timely processing of payroll and tax information.
- F-1 students who already have Social Security cards do not need to reapply for a new SSN and are not affected by the new requirements.

We regret the added administrative burdens this new procedure imposes on departments, but this is mandated by federal regulations. If you have any questions, please do not hesitate to contact our office at ext. 3939.