MEMORANDUM

To: TC Departments and Offices Hiring F-1 International Students

From: Office of International Services

Re: SSNs and Employment Confirmation Letters for F-1 Students

The Social Security Administration (SSA) requirements stipulate that F-1 students must submit evidence of on-campus employment or another form of authorized F-1 employment when applying for SSNs.

An 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 working 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 website for guidance.

Upon receiving an official department letter, the student should then report to the Office of International Services for further assistance with the 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.

If you have any questions, please do not hesitate to contact our office at ext. 3939.

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