



**INTERNATIONAL STUDENTS
and the
SOCIAL SECURITY NUMBER**

Overview

- The Social Security number (**SSN**) is not a work permit. It is issued to track earnings over a worker's lifetime in the U.S.
- Students holding F-1 and J-1 status must apply for the SSN when they receive employment in the U.S.

NOTE: *Dependents are not eligible for employment or the SSN*

- The Social Security Administration (SSA) Office <https://www.ssa.gov/> in Waco is located at 1700 Lake Air Drive, Suite A, Waco, TX 76710.

WHO IS ELIGIBLE FOR THE SSN?

F-1 or J-1 students must provide proof of eligibility to work in the U.S. by proving the following:

- You are a full-time student with verifiable immigration documents.
- You have received a formal offer of on-campus employment, OR
- Have been authorized for off-campus employment through Curricular Practical Training, Optional Practical Training, or Academic Training.

NOTE THE SSN IS NOT REQUIRED TO OBTAIN A DRIVER LICENSE, BUY A CAR, GET A MOBILE PHONE, APPLY FOR A CREDIT CARD, BANK ACCOUNT, OR OTHER “NON-WORK” REASONS.

HOW TO APPLY FOR THE SSN?

F-1 & J-1 Students with On-Campus Employment

New students must wait 10 business days after arriving in the U.S. before applying for the SSN. Follow these steps:

1. Request permission to work on-campus through your Global Bears account.
2. Request an employment letter from the department hiring you at Baylor.

NOTE: See <https://www.baylor.edu/globalengagement/doc.php/287414.pdf> for the letter template.

3. After you receive your employment letter, upload it to ISSS in a request for the ISSS Social Security Office Letter through your Global Bears account. ISSS will verify your full-time student status and on-campus work eligibility before providing the SSN letter.

You must take both letters to the SSN Office.



APPLYING FOR THE SSN

PRESENTLY, DUE TO COVID, YOU ARE REQUIRED TO CONTACT THE LOCAL WACO SOCIAL SECURITY OFFICE TO MAKE AN APPOINTMENT TO SUBMIT YOUR DOCUMENTS AND APPLY FOR THE SSN. THE NUMBER TO CALL IS: 866-964-6304

TAKE THE FOLLOWING WITH YOU TO THE APPOINTMENT

- Your original on-campus employment letter
- The SSN letter from ISSS
- Your original Form I-20 (F-1) or Form DS-2019 (J-1)
- Valid passport (*Also, take your old passport if it contains the F-1 visa stamp*).
- Your most recent I-94 document (can be downloaded from: <https://i94.cbp.dhs.gov/I94/#/home>)
- SSN Application Pick one up in the ISSS Office or download from: <https://www.ssa.gov/forms/ss-5.pdf>

F-1 STUDENTS ON CURRICULAR PRACTIAL TRAINING (CPT)

Students needing the SSN for CPT will take the job offer letter and all other documents in the list on the previous slide to the SSA Office, after making an appointment. The number to call is: **866-964-6304**. NOTE: However, there is no need for the SSN letter from ISSS when you are on CPT.

J-1 STUDENT AUTHORIZED FOR ACADEMIC TRAINING (AT)

Obtain documentation for employment authorization from your ISSS Advisor. Students needing the SSN for AT will take the job offer letter and all other documents on the list (see previous slide) to SSA Office, after making an appointment. NOTE: The number to call for the appointment is: **866-964-6304**.

NOTE: OBTAINING A SOCIAL SECURITY NUMBER IS MANDATORY, BUT YOU MAY BEGIN YOUR ON-CAMPUS EMPLOYMENT PRIOR TO RECEIVING THE SSN. THIS INCLUDES F-1 GRADUATE STUDENTS WHO HAVE TEACHING ASSISTANTSHIPS.

CAREFULLY GUARD YOUR SOCIAL SECURITY NUMBER.

ONLY SHOW THE SS CARD TO YOUR EMPLOYER OR PERSONS WHO HAVE A LEGITIMATE NEED TO SEE IT.



DO NOT CARRY YOUR SS CARD WITH YOU ON A DAILY BASIS. KEEP IT IN A SAFE PLACE.

HELPFUL WEBSITES

Social Security Numbers for noncitizens: <https://www.ssa.gov/pubs/EN-05-10096.pdf>

Application for the SSN: <https://www.ssa.gov/forms/ss-5.pdf>

STILL LOOKING FOR ANSWERS?



THE ISSS STAFF AND YOUR DSO ARE AVAILABLE TO ASSIST YOU WITH QUESTIONS REGARDING YOUR SSN APPLICATION. FEEL FREE TO EMAIL iss.support@baylor.edu or YOUR DSO FOR HELP.