

INSTRUCTIONS ON HOW TO OBTAIN A SOCIAL SECURITY CARD

****New SSN evidence rule for F-1 students effective October 13, 2004****

On September 13, 2004, the Social Security Administration (SSA) published its long-awaited F-1 evidence rule, with an effective date of October 13, 2004. On and after that date, F-1 students who apply for a Social Security Number (SSN) on the basis of on-campus employment will have to present a letter from their DSO stating that the student is authorized to engage in on-campus employment, the nature of the employment to be engaged in, and identifying the employer for whom the student will be working. The F-1 student will also have to provide a statement from his or her on-campus employer, to prove that the student is engaging in, or has secured, employment. This new evidence rule does not apply to F-1 students who have an Employment Authorization Document (EAD) or Curricular Practical Training(CPT).

To view the rule go to:

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-20614.pdf>

In order to apply for a Social Security Number the student must possess one of the following:

- Evidence of an offer of On Campus Employment
- Authorization to engage in Curricular Practical Training
- An Employment Authorization Document (EAD)

On Campus Employment

- ✓ Valid Passport
- ✓ Valid I-94 Card
- ✓ Current I-20
- ✓ All previously held I-20 forms
- ✓ Letter from International Student Services/DSO
- ✓ Evidence of Letter of Employment
 - Students Name
 - Number of hours per week
 - EIN # of Employer
 - Telephone Number of Supervisor
 - When Employment begins and ends
 - Original Signature
 - Title of Supervisor
 - Date
 - Must be on school letterhead

Curricular Practical Training

- ✓ Original SEVIS I-20 showing CPT authorization
- ✓ All previously held I-20 forms
- ✓ Valid Passport
- ✓ Valid I-94 card
- ✓ Letter from International Student Services

Optional Practical Training or Economic Hardship

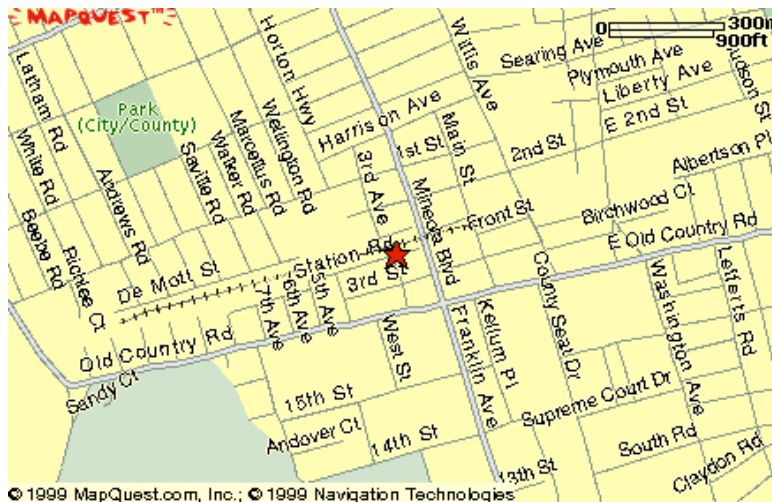
- ✓ A valid EAD issued by USCIS
- ✓ Current I-20
- ✓ All previous I-20's
- ✓ Valid Passport
- ✓ Valid I-94 card

The Social Security Office nearest Adelphi University is:

Social Security Administration
211 Station Road 5th Floor
Open Monday – Friday 9:00 a.m. – 4:00 p.m.
1.800.772.1213

Directions:

Located on Station Road between 3rd Avenue and Mineola Blvd. the office is directly across the street from the Eastbound Mineola LIRR Station Platform (South of tracks). Parking is available on-site, parking entrance on 3rd Avenue.



The SSA must confirm your status with the Department of Homeland Security (DHS), and it may take a few weeks before a social security number is issued to you. If the SSA is unable to confirm your status with DHS, they will refuse to issue a number. Sometime it is simply a matter of time before the DHS updates their databases with your record. For this reason it is recommended that you wait 2 weeks after starting school before you apply for a social security number.

If you have any questions please do not hesitate to contact the office of International Student Services.

Office of International Student Services
University Center, Room 108
Monday – Friday 8:30 a.m. – 4:30 p.m.
516.877.4990

Della Hudson-Tomlin, Associate Dean of Student Affairs
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