

Social Security Number Information for F-1 and J-1 Students-Lock Haven



COMMONWEALTH UNIVERSITY

The Social Security Administration requires all F-1 and J-1 students to supply evidence of employment before being issued a Social Security number. A Social Security number (SSN) cannot be issued for identification purposes or for a driver's license. Note: it can take 2-6 weeks to be issued a Social Security Number. You cannot begin working until after you receive your social security number and provide a copy to Human Resources.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER:

1. **GET AN ON-CAMPUS JOB:** You must be employed or be starting employment in the near future. If a potential employer does not understand why you don't have a SSN, he/she can contact the Center for Global Engagement. To find on-campus employment you can look at the Student Employment website (international students are only eligible for on-campus employment): <https://www.commonwealthu.edu/student-employment>
2. **STUDENT COMPLETES FORM:** *Social Security Work Authorization Form* – Complete section 2
3. **EMPLOYER COMPLETES FORM:** Bring the Social Security Work Authorization Form to your employer. The employer should complete sections 3 and 4.
4. **CGE SIGNS FORM:** Please drop off your signed form at the CGE and allow 2 days for signature. The CGE will complete sections 1 and 4.
5. **SOCIAL SECURITY OFFICE:** Gather documents (Work Authorization Form, DS-2019 or I-20, Passport, Visa, and [I-94](#)) to take to the Social Security Administration Office in Williamsport, PA [240 WQ 3rd St #100, Williamsport, PA 17701].

You will be required to complete an application at the Social Security Office and meet briefly with an officer. You should be issued a card within 2-10 weeks. Here is the application: <http://www.socialsecurity.gov/online/ss-5.pdf>

SSN FOR IDENTIFICATION: Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing.

It is not lawful for business to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification (passport, international driver's license, notarized statement).

SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD: If you do not have a job currently, you cannot be issued a Social Security Number. To obtain a Driver's License or PA ID Card:

- Request a Driver's License letter from the CGE (See Driver's License handout)
- Go directly to the Social Security Office and request a "Social Security Denial Letter"
- You will be given a denial letter the day you request it.
- Take this letter to the Driver's License with the CGE Driver's License Letter and other required documents.



COMMONWEALTH UNIVERSITY

Commonwealth University – Lock Haven

Center for Global Engagement
Commonwealth U – Lock Haven
132 Ulmer Hall
Lock Haven, Pennsylvania 17745

570-484-2140
Fax: 570-484-2537

Social Security Work Authorization

To Whom It May Concern:

This letter is to verify this person is a full-time student at Commonwealth University – Lock Haven and has maintained their F-1 visa status. S/he is eligible for employment under the following U.S. immigration regulation:

1. Non-immigrant visa classification – Completed by International Student Advisor

- ☐ F-1 On-Campus Employment or Severe Economic Hardship 8 CFR 214.2 (f)(9)(i)(ii)
☐ F-1 Optional/ Curricular Practical Training 8 CFR 214.2 (f)(10)(i),(ii)
☐ J-1 On Campus Employment, Unforeseen Economic Circ. - 22 CFR 62.23(g)(1)(ii)(iii)
☐ J-1 Academic Training—22 CFR 62.23(f)(2)

2. Non-immigrant's Information – Completed by Student

Student's Name Last: _____ First: _____
 Date of Birth Month: _____ Day: _____ Year: _____
 I-94 Number _____

3. Identification of Employer – Completed by Hiring Department/Supervisor

Lock Haven Campus, Commonwealth University, On-Campus Location: _____
 Employment Identification Number EIN: **25 1690694**
 Employer Telephone Number: _____
 Position Title: _____
 Dates of Employment: _____

Hours Per Week: _____ (up to 20 hours per week, while you are enrolled in academic courses)
 Position Description: *do not use 'student worker', explain what type of work will be performed.*

4. Original Signatures, Printed Names & Dates – Completed by Hiring Dept. & OIE

Sincerely, _____ <i>Hiring Department/Supervisor (Signature) Date</i> _____ <i>Department/Supervisor (Printed Name) School</i>	Sincerely, _____ <i>CGE Representative Date</i> Rosana Campbell or John Gradel Designated School Official or Responsible Officer School PHI214F00895000 & P-1-04910
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- ☐ ARAMARK—Dining
- ☐ LHUP Office
- ☐ Graduate Assistantship
- ☐ Teaching Assistantship
- ☐ Internship / OPT

Working While Awaiting an SSN: An F-1 student may work while the Social Security Number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>