

# Social Security Numbers



# What is “Social Security”?

- Social Security (SS) is primarily a U.S. government fund that supports elderly and/or disabled citizens and permanent residents.
- It provides for medical care and medicine, and in some cases pays a stipend to the elderly and disabled to assist in their living expenses when or if they are no longer employed.

# Why you need a Social Security Number (SSN)?

- The Internal Revenue Service (IRS - US Federal Taxation) requires employers to report wages using the Social Security number (SSN).
- UMass Dartmouth will not hire you without a SSN or the receipt indicating that you have been approved for a number.

## To be eligible for a SSN:

- Must be a valid F-1 or J-1 visa status student and have been in the US for a few days.
- F-1 students must bring to Social Security, a special “Offer of Employment” form signed by supervisor and an authorized International Student & Scholar Center staff person. The form is on ISSC web site
- J-1 students must have an detailed authorization letter from the ISSC in addition to their other documents.
- F-1 & J-1 students must be registered for a full credit course load and the ISSC must have reported your registration to SEVIS BEFORE you go to the Social Security Office (SSO).

# Applying for a SSN

You must fill out an application, form SS-5.

You can get the form online at: <http://www.ssa.gov/online/ss-5.html> or at the Social Security Office.

You must bring the form, in person, to any Social Security Office. Bring with you all of the following documents:

- Passport
- F-1 or J-1 Visa
- SEVIS I-20 or DS 2019
- Signed Employment Offer (F-1) or Letter (J-1) from the University
- Valid I-94

# If you are approved for a SSN

Ask for a written receipt indicating that you have been approved for a Social Security Number.

Your Social Security card will arrive in the mail about two (2) weeks after you apply.



**Be sure to give the Social Security Office a valid mailing address.**

You can obtain the number earlier by calling the Social Security Administration five (5) **business days** after you have made your application. They can be reached at 1-800-772-1213.

# Some Reason for Delays

- You went to the SSA office too soon after arriving in the US. You should wait at least a few days.
- Your Port of Entry Information (I-94) has not been put in the database or it has been entered incorrectly.
- Your SEVIS record has not been updated for registration.
- Your various documents have different spellings, you do not have all the appropriate documents, etc.

# Denial Letters

- Some agencies require that you have a Social Security Number in order to process certain applications. If you are not eligible for a SSN you might be required to provide documentation that you are not eligible.
- You can go to the SSA office and request a denial letter, but be sure to bring all your documents.



# Social Security Regulations for F-2 or J-2 visas

- Dependents on F-2 visas are NOT eligible to receive a SSN.
- However, if an F-2 wants a number to set up a bank account or to file an income tax return, he or she can apply for an Individual Taxpayer Identification Number (ITIN) from the Internal Revenue Service (Form W-7).
- J-2 dependents may apply for permission to be employed in United States. In this case they may apply for a SSN after they receive their Employment Authorization Document (EAD) card. Contact the ISSC for assistance.

# What happens if I lose my Social Security Card?


- Your Social Security number is given to you for your lifetime. You will always be asked for your number when you start new employment in the US.
- If you lose the card, in order to get a replacement card, you will need to go through the same procedure you did when you first applied including a “offer of employment” for F-1 students or an authorization letter or other types of documentation depending on the new visa type
- The best advice is **DO NOT LOSE THE CARD!**

# Identity Theft

- A word of caution....BE very careful to whom you give your Social Security number or any other personal information including, bank account or credit card information.
- You must by law give your Social Security number to employers in the US when completing hiring forms.

# Employment Regulations

for  
F-1 and J-1 Students



# New F-1 and J-1 students

- For students new to F-1 or J-1 status location of employment must be considered “on-campus”

Main Campus

CIE (Fall River)

SMAST (New Bedford)

Star Store (New Bedford)

Law School (Dartmouth)

# Part Time Employment Only\*

You may only work a “total” of 20 hours per week during the Fall and Spring academic semesters.

\*However, during winter, spring and summer vacations you may work up to a maximum of 40 hours.

# Types of on campus employment

- **Work Study**

International Students are NOT eligible for Work Study. Work Study is a US government financial aid program and is only available to citizens and permanent residents.

- **Non Work Study**

You are considered an “hourly” employee and are paid a set dollar amount for each hour of work with no benefits. For example, you work ten hours at \$10.00 USD per hour, you would gross \$100.00. (Gross means before any deductions)

- **Assistantship**

A graduate assistantship pays a “stipend” amount which is divided into equal amounts by the number of weeks in a semester. Assistantships are part time for 10 hours a week or full time for 20 hours per week. An assistantship also provides tuition credits. The amount is determined by whether it is full or part time. There are 3 types RA, TA and GA.

# J-1 Exchange Students

- J-1 Students must receive written permission from ISSC to accept any on campus employment.
- We must enter the employment information into the SEVIS data base BEFORE you begin employment



# Rules for working off campus

- As a new F-1 or J-1 visa student, you may NOT work off campus, until (F-1) you have been registered for one full academic year or (J-1) been approved for academic training.
- F-1, after one full academic year, you MIGHT be eligible to apply for a several types of off campus employment.
- All F-1 or J-1 STUDENTS MUST MEET with the International Student & Scholar Center (ISSC) for more information about the application process.
- Employment off campus **must be in your field of study**

# **Student Employment Office**

Process and  
Procedures for  
International  
Students



# How to Find a Job

- Log into CORSAIR Jobs, create a profile and upload a resume
- Apply for Jobs online / Accept Job Offer
- Obtain from department an F1-Job Offer form; bring to ISSC; then to Social Security to apply for SSN
- Submit identification, Social Security Letter and Card, I-9 Form and Glacier Documents to Student Employment
- Electronically complete Personal Information form and Hiring Acceptance (once you have received your SSN)
- Instructions will be emailed on how to enter hours (hourly only) and direct deposit

# What to bring to Student Employment

- Passport (including sticker/stamp)
- Visa
- I-20 or DS2019 (Signed upon arrival)
- I-94 document
- Social Security Card or a receipt letter confirming that you will receive your card in about 2 weeks.
- I-9 and Glacier documents

# GLACIER - nonresident alien tax compliance system

- Web based
- Determines tax treaty benefits
- Generates 8233 Tax Treaty or W-4 Tax Withholding documents
- Passwords for GLACIER can be requested by phone or email from the Student Employment Office
- Can be used with a companion software for ease in filing US Income Tax

# GLACIER – updating documents

- GLACIER information needs to be kept current. The address in GLACIER is what will be printed on your tax documents.
- GLACIER needs to be updated, if you receive an extension on your I-20 or DS2019, receive a new Passport or Visa or I-94. These along with the newly generated GLACIER documents need to be brought to the Student Employment Office.
- Hiring forms extending beyond your I-20 or DS2019 expiration date cannot be processed.



**Any Questions ?**