HOW TO OBTAIN A SOCIAL SECURITY NUMBER (SSN)
FOR F-1 STUDENTS

A Social Security Number (SSN) is a nine-digit number that helps record wages and employment earnings. SSNs are issued by the Social Security Administration (SSA). Federal regulations require that F-1 students demonstrate they have a specific job to be issued a SSN. While organizations may request an SSN, there are often other documents that you can provide to provide proof of your status if you are not eligible to receive one.

ELIGIBILITY

F-1 students are eligible to obtain a social security number for work purposes if they:
- have fully checked in at the International Services Office
- are enrolled in a full course of study
    - (12 credits for undergraduates, 9 credits for graduate students or an authorized reduced course load)
- have employment - the SSA is not currently issuing numbers to students unless they can verify employment at the time of application

IMPORTANT Note: Social Security Numbers are NOT work authorization.

APPLYING FOR A SOCIAL SECURITY NUMBER

The social security office nearest to the GW Foggy Bottom Campus is located at:
- 1300 D Street SW in Washington, DC

The SSA requires **original documents** establishing age, identity and lawful alien status to create an SSN. You will need:
- I-20
- Passport
- Visa
- I-94 (or I-797 approval notice)
- Proof of employment – *Off-Campus Employment*
    - Original letter from your employer, on company letterhead, verifying your employment
    - -AND- CPT I-20 with CPT endorsement on page 3 -OR- Valid EAD card
- Proof of employment – *On-Campus Employment*
    - Original letter from your employing department
    - -AND- A social security support letter from the ISO

OBTAINING A SOCIAL SECURITY SUPPORT LETTER **(FOR ON-CAMPUS EMPLOYMENT ONLY)**

To issue a letter, we must have copies of all current immigration documents on file to validate your status. If any of the above listed immigration documents have changed, please submit copies along with your request. If the ISO already has all current copies of your immigration documents please submit **ONLY** the following to the ISO:
- A *copy* of the original letter (on letterhead) from your employing department including the following information
    - Position title
    - Employment start date
    - Number of hours you will work per week
    - Location of the employment
- -OR- F-1 students with fellowships or Graduate Assistantships (GTA, GRA or GAA) can provide a copy of their award letter in lieu of the on campus employer letter.