



Office of International Programs and Services
800 Florida Avenue, NE
Washington, DC 20002-3695

Telephone: (202) 651-5815
Fax: (202) 448-6954
Web: <http://oips.gallaudet.edu>

Social Security Number (SSN) Rules/Regulations for F-1 Students

The U.S. Social Security program is designed for individuals who work and live in the United States. The social security number (SSN) has become an identification number routinely used by banks, phone companies, rental agencies, and other institutions. The Social Security Administration (SSA) advises companies that they should not use the SSN for client identification purposes.

Effective October 13, 2004, the Social Security Administration will **NOT** assign a Social Security number to any F-1 student **UNLESS** the student has:

- Evidence of employment from an on-campus employer
- Evidence of on-campus work from the Designated School Official (DSO)

OR

- Specific work authorization from the Department of Homeland Security (DHS) such as an Employment Authorization Document (EAD)

OR

- Authorization for curricular practical training (CPT) as evidenced on the employment page 3 of the student's Form I-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

F-1 students must submit to the Social Security Administration (SSA), a completed Form SS-5, Application for a Social Security Card, together with the following documents:

- SEVIS Form I-20
- Valid Passport
- I-94 Card
- A letter from the on-campus employer or EAD or CPT authorization on Page 3 of the F-1 student's I-20.
- A letter from the DSO if the F-1 student works on-campus only

Verification of On-Campus Employment Letter from employer showing:

- F-1 student by name
- Job Description
- Employment start date
- Number of hours per week
- Employer Identification Number (The Gallaudet EIN is 53-0199507)
- Name of F-1's immediate supervisor
- Telephone number, name of F-1's immediate supervisor
- Original Signature
- Signatory's Title
- Date

Letter verifying employment **CANNOT** come from the DSO. The only exception to this rule is if the DSO is hiring the F-1 student.

Social Security Administration Location(s):

Postal Plaza Shopping Center
1905-B 9th Street NE
Washington, DC 20018

Hours: 9:00 - 4:00, Monday - Friday

LOCATED IN THE SHOPPING CENTER ACROSS FROM BRENTWOOD POST OFFICE

and

2100 M Street NW
Washington, DC 20037

Hours: 9:00 - 4:00, Monday - Friday

LOCATED AT THE CORNER OF 21ST AND M ST NW. NEAREST METRO STATIONS ARE DUPONT CIRCLE (RED LINE) AND FOGGY BOTTOM (BLUE LINE)