

Procedures for Requesting a Social Security Number for On-Campus Employment

F-1 students can only request a Social Security Number (SSN) if:

1. The student has an Employment Authorization Document(EAD) from US Citizenship & Immigration Services authorizing employment *or*
2. The student has authorization on page 2 of the I-20 for Curricular Practical Training *or*
3. The student has received an offer for on-campus employment.

Obtaining a Social Security Number:

1. Your employer (department) will then need to issue you an “Intent to Hire” letter.
2. Return to the Center for International Education with your “Intent to Hire” letter and request a letter for the Social Security Administration.
3. Visit the Hayward office (or an office close to your home) of the Social Security Administration to apply for your Social Security Number. You will need to take with you:
 - **Valid Passport**
 - **Printout of your I-94 (can obtain at www.cbp.gov/i94)**
 - **I-20 (current)**
 - **Job Offer Letter from on campus employer**
 - **Letter from the Center for International Education**

The Social Security Administration (Hayward Office) is located next to the Southland Mall:

24301 Southland Drive, Suite 500

Hayward CA 94545

(510) 783-3859

SAMPLE OF HIRING LETTER FROM THE EMPLOYER

Should be printed on Department Letterhead

To Whom It May Concern:

This is an evidence of on-campus employment for STUDENT'S NAME.

Nature of student's job:

Start Date:

Number of Hours/Week:

EMPLOYER CONTACT INFORMATION

Employer Identification Number (EIN):

Employer's Telephone Number:

Student's Immediate Supervisor:

Employer's Signature:

Signatory's Title:

Date: