

New Procedures for Requesting a Social Security Number

Starting October 13, 2004, 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 3 of the I-20 for Curricular Practical Training *or*
3. The student has received an offer for on-campus employment.

This handout explains the steps for requesting a Social Security Number based on receiving an offer for on-campus employment at CSU East Bay.

1. Once you decide you'd like to work on-campus, request a letter from the Center for International Education that confirms that you are eligible to work on campus.
2. Take the on-campus employment letter to the department that plans to hire you.
3. Your employer (department) will then need to issue you an 'intent to hire' letter.
4. Return to the Center for International Education with your 'intent to hire' letter and request a letter for the Social Security Administration.
5. Visit the Hayward office of the Social Security Administration to apply for your Social Security Number. You will need to take with you:
 - Passport
 - I-94
 - I-20
 - Intent to hire letter from your on-campus employer
 - Letter from the Center for International Education
6. Once you have received a receipt from the Social Security Administration, you can return to your hiring department to begin the payroll check-in procedure.

The Social Security Administration (Hayward Office) is located next to the Southland Mall:
24301 Southland Drive, Suite 500
Hayward CA 94545
(510) 783-3859