

# Hampton University International Office



## Social Security Number Application

Anyone who plans to work (on- or off-campus) will need a Social Security Number (SSN) for payment and tax purposes. Social Security Numbers are only granted to those with valid work authorization.

### Applying for a Social Security Number:

- You must wait at least **2-3 days** after your check-in at the International Office to apply for a SSN number; this will allow your SEVIS record to be updated.
- You must submit as part of your SSN application:
  1. A **Job Offer Letter from your Department or On-Campus Company** in order for you to apply for a number (see template attached);
  2. A **Letter from your DSO at the HU International Office**;
  3. A completed **Application for a Social Security Card (SS-5)** (see attached);
  4. Your **Passport**, current **I-20**, **F-1 Visa**, **I-94 record**, and your last **Admission Stamp**.
- There is no fee to apply for the social security number.
- The Social Security Application Form and supporting documents must be submitted to the Social Security Office. There is a social security office about ten minutes from campus, at 1521 Hardy Cash Drive, Hampton, VA 23666. You will need to call them to make an appointment at 866-592-2669 between the hours of 9 am and 4 pm, Mon-Fri.

It usually takes about 2-3 weeks for your card to arrive in the mail. Please contact the

- International Office if the process takes longer than 3 weeks. The SSN Administration does not require you to have your SSN before you start work. However, the IRS requires employers to report wages using a SSN. While you wait for your SSN, your employer can use a letter from the SSN Administration stating that you applied for a number.
- All documents must be originals. No copies are accepted.
- Once you receive your Social Security Card, keep it in a safe place. The number will be valid for the rest of your life, but it can be very difficult to retrieve it if you lose your card.



**FORM FOR DSO'S LETTER TO REQUEST  
SOCIAL SECURITY NUMBER TO WORK FOR F-1 STUDENT**

STUDENT'S NAME: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

YOUR POSITION: \_\_\_\_\_

☐ PART-TIME      ☐ FULL-TIME

STARTING DATE (MM/DD/YY): \_\_\_\_\_

ENDING DATE (MM/DD/YY): \_\_\_\_\_

☐ ON-CAMPUS

☐ OFF-CAMPUS   ☐ CPT   ☐ OPT

FOR OFF-CAMPUS, CPT, OR OPT, EMPLOYER IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

STUDENT'S IMMEDIATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S EMAIL: \_\_\_\_\_

SUPERVISOR'S TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ STUDENT'S SIGNATURE: \_\_\_\_\_

REQUEST WILL BE PROCESSED WITHIN FIVE BUSINESS DAYS FROM DATE REQUEST IS RECEIVED BY THE INTERNATIONAL OFFICE.

CALL BACK PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NOTE:**

MAKE SURE TO HAVE THE FOLLOWING DOCUMENTS WITH YOU WHEN REQUESTING A SSN FROM THE SOCIAL SECURITY ADMINISTRATION OFFICE:

- INTERNATIONAL OFFICE REQUEST FOR SSN LETTER
- EMPLOYER'S LETTER
- MOST CURRENT I-20 FORM
- MOST CURRENT I-94 FORM
- PASSPORT, F-1 VISA, AND LAST ADMISSION STAMP

## **TEMPLATE JOB OFFER LETTER FOR ON-CAMPUS EMPLOYMENT**

[The job offer letter must be on letterhead, and include the school's department or on-site company name and full address.]

**Date**

Dear **Student Name**,

**Name of Department/Company** at Hampton University is pleased to offer you a **Position** at **Job Location** (*include full address*). Your schedule will be from \_\_\_AM to \_\_\_PM **Monday to Friday**. You will be working **Number of Hours** per week, beginning on **Date**, and ending on **Date**. For this position, you will be paid an hourly rate of **Amount**.

For this position, your major duties will include **Brief Description of Job Responsibilities**. Your supervisor will be **Name, Supervisor's Position**. **His/Her** phone number is **Phone Number**, and his/her email is **Email**.

In addition, it is our understanding that you will be authorized to accept this employment under the Department of Homeland Security regulations governing non-immigrant international students. We certify that this employment is work performed on the premises of Hampton University. The **Company/Department** is an on-site entity that directly serve students.

We understand that you cannot be working more than 20 hours per week during the required academic terms. However, you are allowed to work full-time (more than 20 hours per week) on campus during official Hampton University breaks of at least one week (Winter Break, Spring Break, and Summer Break) as long as you intend to enroll in a full-time course of study for the following semester. We also understand that you may not work on campus without authorization after the termination or completion of your academic program.

Sincerely,

\_\_\_\_\_/Signature/

**Company/Department Official**

## Embedded Secure Document

The file <https://www.ssa.gov/forms/ss-5.pdf> is a secure document that has been embedded in this document. Double click the pushpin to view.

