



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. **REnnt-2(o t)-2(he)41hh 1.Enn(t)-2(o t)4/YT(t)-2(o)4.21 n71eoosduc3(.).eoo(e)4(d t)-(.).72(nt)-12(e)4**
 - **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: