

**SOCIAL SECURITY NUMBER  
 REQUEST FOR SUPPORT LETTER**

The U.S. Social Security Administration (SSA) will issue a Social Security Number (SSN) only to F-1 & J-1 students and scholars who are legally authorized to be employed in the United States.

The student applicant will need to present two certification letters to the SSA Office to apply for a social security number, one from the employer and the other from the International Student Advisor.

**Instructions:** Fill out this form section 1 and 2, and submit it online as a PDF document to request the Social Security Number support letter. Also submit the electronic copy of a valid employment offer letter.

Last Name:	First Name:	BEACH ID #:	Today's Date:
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<p><b>SECTION 1- Review the employer offer letter requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter must be printed on the employer's letterhead.</li> <li><input type="checkbox"/> Identity of student employee (name and student ID#).</li> <li><input type="checkbox"/> Nature of job the student is, or will be, engaged in.</li> <li><input type="checkbox"/> Anticipated or actual employments start date.</li> <li><input type="checkbox"/> Number of hours the student is expected to work.</li> <li><input type="checkbox"/> Employer identification number (EIN)</li> <li><input type="checkbox"/> Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor.</li> <li><input type="checkbox"/> Original signature and signatory's title</li> <li><input type="checkbox"/> Date of signature</li> </ul>
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<p><b>SECTION 2- Select the type of employment authorization you will pursue with this request</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On-Campus Employment</li> <li><input type="checkbox"/> Curricular Practical Training (CPT)</li> <li><input type="checkbox"/> Requesting a replacement SSN Card</li> </ul>
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<p><b>SECTION 3- To be Completed by the International Student Advisor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm student updated contact information</li> <li><input type="checkbox"/> Current I-20 Program End Date: _____</li> <li><input type="checkbox"/> SEVIS record is registered for the current semester</li> <li><input type="checkbox"/> Passport Expiration Date: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Active CMS Holds _____</li> <li><input type="checkbox"/> GVAR/WPE status: _____</li> <li><input type="checkbox"/> Current GPA: _____</li> <li><input type="checkbox"/> Current Semester Full-Time or FCE/RCL in CMS: _____</li> </ul>
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<p>The student's letter request is: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Pending _____</p> <p>Advisor's name: _____ Decision Date: _____</p>
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