



### Obtaining a Social Security number

Since Oct. 13, 2004, federal law dictates that only those F-1 students and J-1 visitor category "student" individuals who have a job are eligible for a Social Security number. **There are no exceptions.** When applying for a Social Security number, individuals holding an F-1 or J-1 visitor category student visa will need to present the following documents to the Social Security Administration Office at 1834 W. Cary St. in Richmond.

1. All I-20s or DS-2019s
2. Passport, visa stamp, I-94 card
3. **Offer of Employment letter** - This letter must come from the employing university department on letterhead and must include:
  - the student's full name,
  - when the employment will begin (or when it started),
  - the nature of the employment,
  - how many hours per week the student will work,
  - where the work will be performed,
  - the university EIN number (54-600-1758),
  - employer contact information, including telephone number and the name of the student's immediate supervisor.

This will prove that the student has procured work or is employed.

4. **Authorization to work letter** - The OIE is the **only** university office authorized to issue this letter. Our office will need the **Offer of Employment letter** in order to create the authorization letter. It states the applicant is eligible to work on campus, for whom the applicant will work and job responsibilities of the applicant. Generation of this letter is linked to appearance as a registered student in SIS+ and the Offer of Employment letter.

**Note:** An F-1 student who will receive or is receiving an assistantship or fellowship in exchange for teaching or other services may present his or her letter of award or acceptance, if it outlines the stipulations of the work portion of fellowship or assistantship.

5. **Pay stub** - If the student has started receiving pay using a VCU temporary social security number, the student should take several of the most recent pay stubs (available through Employee Self Service) to provide further documentation of employment.

In order to get the letter from the international student adviser, you will have to bring a copy of your Offer of Employment letter to our office and complete a request form stating that you want to apply for a Social Security number. We will contact you when your Authorization to Work letter is complete.

If you or your department has questions about this, please contact OIE or view the Social Security Administration rules on the NAFSA Web site at <http://www.nafsa.org/content/ProfessionalandEducationalResources/ImmigrationAdvisingResources/pa2004g.pdf>

**Sample offer letter:**

(Please submit on departmental letterhead)

September 7, 2005

Social Security Office  
1834 W. Cary St.  
Richmond, VA 23220

To whom it may concern:

XXXXXX XXXXXXXX is an international student at Virginia Commonwealth University. She (will begin working on XXXXX/ began working on XXXXXXX) in the XXXXXXX office/ department, and will work XXX (hours/ week). Her basic duties will be... (indicate the field of work and basic tasks, but no need to include too many details). The university's EIN is 54-600-1758.

Please assist her in obtaining a Social Security number and, if any further paperwork is needed, please contact the undersigned at (phone/e-mail).

Thank you,

XXXXX XXXXXXXXXXX  
(Title)