



University of Wisconsin-Eau Claire

U.S. Social Security Numbers

Why a Social Security Number is Needed:

A U.S. Social Security Number (SSN) is used to track an employee's wages for benefits eligibility and tax-reporting requirements. As an international student or scholar, you are required to obtain a SSN if you become employed on or off campus in the U.S. If you are a student who has been awarded an on-campus fellowship, stipend, or assistantship, you should apply for a SSN as soon as possible upon your arrival at the University (see below for more details and suggested timing for your application).

Note: According to U.S. law, a Social Security Number is *required* only for employment and tax-reporting purposes. However, many institutions – including banks, the Department of Motor Vehicles, utility companies, landlords, and other businesses – are in the practice of requesting a SSN as a means of establishing identity or credit history, before they agree to provide their services. It is *not* mandatory that you provide your SSN in these cases, although the decision to provide service without a SSN is ultimately left to the business or institution. In the event that you are ineligible for a SSN, you may obtain a letter from the Social Security Administration indicating that you are not able to receive a SSN; you may also be eligible to apply for an Individual Taxpayer Identification Number (ITIN) – see details below.

When Should I Apply & How Long Will It Take?

You should **wait 10 days** after your arrival in the U.S. to submit your application. **Ask the Social Security Office for a receipt confirming that you submitted your application.** You will receive your U.S. Social Security Card by mail, printed with your SSN, within 4 to 8 weeks.

Documents Required for SSN Application

F-1 Students:

1. Verification of employment (*choose one*)
 - Letter from employer (Section 1 of the Verification of Student's On-Campus Employment form)
 - CPT authorization on Form I-20
 - Employment Authorization Document (EAD) issued by immigration;
2. Proof of employment eligibility (*choose one*)
 - Verification from CIE indicating eligibility for on-campus employment (Section 2 of the Verification of Student's On-Campus Employment form)
 - Other employment authorization;
3. SSN Application Form
 - Spell name as listed in passport
 - Check box: "Legal alien allowed to work"
 - Mailing address: If you anticipate moving within 8 weeks, you may list CIE address <http://www.socialsecurity.gov/online/ss-5.html>
4. Passport, valid Form I-20, and I-94 card (showing current F-1 status).

J-1 Students:

1. Proof of employment eligibility (*choose one*)
 - A letter from CIE indicating eligibility for on-campus employment
2. SSN Application Form
 - Spell name as listed in passport
 - Check box: "Legal alien allowed to work"
 - Mailing address: If you anticipate moving within 8 weeks, you may list CIE address; <http://www.socialsecurity.gov/online/ss-5.html>
3. Passport, valid Form DS-2019, and I-94 card (showing current J-1 status).

Where to apply

The Social Security Administration Office is located by Oakwood Mall. Be sure to wait the 10 days after your arrival in the U.S. to ensure timely processing. The Social Security Administration office is located at the following address:

SOCIAL SECURITY OFFICE
4120 OAKWOOD HILLS PKY
EAU CLAIRE, WI 54701

Local Number (715) 836-6645 Toll-Free 1-800-772-1213

OPEN: MONDAY – FRIDAY: 09:00 AM – 04:00 PM, Except Federal Holidays

*OFFICE IS LOCATED JUST WEST OF OAKWOOD MALL ACROSS FROM SEARS.

Who To Notify When You Receive Your SSN

When you receive your SSN, you should notify the following parties:

- Registrar's Office (Barb Thom)
- UWEC Student Payroll or Sodexho Payroll

Social Security Taxes

F-1 and J-1 international students are normally exempt from Social Security taxes (FICA) during the first five years of studies in the U.S. Check with your employer if these taxes are deducted in error.

University ID numbers

When you arrive at UWEC you are given a University ID number. This number *cannot* be used for employment purposes.

Individual Taxpayer Identification Number (ITIN)

Students or scholars who are ineligible for a Social Security Number (no current employment, studying in the U.S. for less than 6 months, etc.) may apply for an ITIN. This number can sometimes be used in place of a SSN. Applications must be submitted through the Internal Revenue Service (IRS). See the IRS website for more information: <http://www.irs.gov/individuals/article/0,,id=96287,00.html>

Spouse Information

- F-2 spouses are *not* eligible for U.S. Social Security Numbers.
- J-2 spouses are only eligible *after* receiving work permission from USCIS.

Working while awaiting a Social Security Number:

An F-1 Student may work while the Social Security Number application is being processed. However, the employer may require a criminal background check to be completed before the student can begin to work. For more information on criminal background check procedures, contact Human Resources Department (Schofield 220; 836-2513) if you are working for UW-Eau Claire, or if you are working for Sodexho, contact Sodexho at Blugold Dining Services (Davies Center 227; 836-5261).

On-Campus Employer's Letter (Required with SSN application for F-1 students)

Once the employer has completed Section 1 on the Verification of Student's On-Campus Employment form, the student should bring the form to the CIE for verification of on-campus employment. Then the student may take to the social security office.

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Social Security Release Form

The student must complete this form and provide to Social Security Office.

My signature below gives the Social Security Office (at 4120 Oakwood Hills Parkway) permission to immediately fax my Social Security Number (SSN) to the Center for International Education at the University of Wisconsin – Eau Claire.

Center for International Education Office Fax Number: 715-836-4948.

I will then forward my Social Security Number to all required offices at the University of Wisconsin – Eau Claire (Registrar’s office, Payroll, Human Resources, etc.).

Name exactly as it appears on your visa– Please print clearly

Signature

Date (mm/dd/yyyy)

Social Security Verification for F and J students

To: Social Security Administration

From: University of Wisconsin – Eau Claire

Employment Eligibility for F-1 students only

Letter of Employment

This is evidence of on-campus employment for: _____
(Name of student)

Nature of student's job: _____

Start Date: ____/____/____ End Date: ____/____/____ Number of hours per week: ____

Employer information: _____
Employing Department

Student's Immediate Supervisor Telephone Number

Employer's Original Signature (no stamps) Date

Employer's Name & Title (print)

Proof of Employment Eligibility

Designated School Official Date

DSO's Name & Title Phone

Employment Eligibility and Program Sponsorship for J-1

_____ is a J-1 visa holder
sponsored by the University of Wisconsin – Eau Claire and is eligible for employment.

Designated School Official Date

DSO's Name & Title Phone

Verification of Student Responsibility

I understand my responsibilities and eligibility to be employed as an international student and will abide by the rules and regulations provided by the USCIS. I will notify the CIE if any information on this form changes.

Student Signature Date

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