

SOCIAL SECURITY NUMBERS and WORKING ON CAMPUS

Social Security Numbers are used to report your wages to the U.S. government. You must have a job offer to apply for a Social Security Card.

- You must be 18 years of age or older to work on campus
- Students may work a maximum of 19 hours per week on campus
- You must have the Social Security Card in your possession to work on campus

To be eligible for a Social Security Card you must:

- Be in lawful F-1 status and a current Foothill student
- Be enrolled in 12+ Foothill units (except summer quarter) **and** have a gpa of 2.0 or higher
- Have a job offer on the Foothill campus
- Your arrival information must be in the Department of Homeland Security Database
 - We recommend that you wait at least 2-3 weeks after you arrive in the USA to apply for a Social Security Card.

International Students and Social Security Numbers Handout

<https://www.ssa.gov/pubs/EN-05-10181.pdf>

Step 1 – Find a job on campus and ask for an employment letter

1. Go to different departments to see whether anyone is hiring.
2. If a department wants to hire you, they must write an employer letter.
3. The letter must be printed on college letterhead paper, and must be an original (not a photocopy). Your name on the letter must be the exact same name that appears on your passport. The letter must include a description of the job, the start date in the future, hours per week you will work, and the supervisor's name, phone number, and signature. The date of the letter and the date of the supervisor's signature must be no more than 30 days before the employment start date on the letter.
4. **A sample letter is available from the Immigration Advisor in the International Office.**

Step 2 – Request a Social Security letter from the International Office

1. You must be enrolled in 12 or more Foothill units before you request the letter.
2. Bring your employment letter to the International Office and request a Social Security letter
3. The Immigration Advisor will review your employment letter and current status. If you are eligible (in lawful F1 status, enrolled in 12+ Foothill units, 2.0+ gpa) you will be issued the Social Security letter. We will email you when the letter is ready for pickup.

Step 3 - Apply for a Social Security Card

1. Download the Social Security Card Application at <https://www.ssa.gov/forms/ss-5.pdf>
2. Complete the application in full and sign the application in blue or black ink
 - a. **Enter your passport name on your application**
 - b. Check the box "Legal Alien Allowed to Work" for Item 5 (Citizenship)
 - c. Enter your parent's names for Items 9a and 10a. Leave all boxes in 9b and 10b blank (exception: your parents have a Social Security Number)
 - d. Your mailing address must be the address where you live in the U.S. (Item 16)



FOOTHILL COLLEGE

INTERNATIONAL STUDENT PROGRAMS

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3. **Bring these documents with you to the Social Security Office.** The documents will be used to verify your lawful F-1 status.
 - a. Passport
 - b. I-20 from Foothill College
 - c. I-94 record (shows the date you arrived in the USA and proves your lawful entry. Print your I-94 record at <https://i94.cbp.dhs.gov/I94/#/home>)
 - d. Employment letter from your supervisor (original letter)
 - e. Social Security letter from the Immigration Advisor (original letter)
 - f. Completed Social Security application (form ss-5)
4. Go to the nearest Social Security Office with your documents. Submit your documents when you are called to the counter

Step 4 – Complete the Student Employment Packet

1. Go to the Foothill Student Employment page at <https://foothill.edu/financialaid/programs/employment.html>. Scroll down to the bottom of the page
2. Download **both** the Student Employment Packet and the Instructions.
3. Complete the Employment Packet using Adobe Acrobat or Adobe Reader. The Instructions will tell you what to complete. When your packet is complete, print out the packet and sign your name in ink.
4. You should receive your Social Security card within 2-3 weeks.
 - a. If the Social Security Office has problems verifying your immigration status or finds a name discrepancy with the Department of Homeland Security, it can take up to 8 weeks to receive your card.

Step 5 – Bring your Social Security Card and Employment Packet to Foothill College

1. After you receive your card, bring your Employment Packet, your Social Security card, and your photo ID (passport or Owl card) to the International Office.
2. The Immigration Advisor will review your current status. If you are eligible (in lawful F1 status, enrolled in 12+ units, 2.0+ gpa) you will be approved for on-campus employment.
3. Your next stop is Admissions & Records in Building 8100. Ask the person at the counter to enter your Social Security Number into the Foothill database.
4. Last stop, the Financial Aid Office (Room 8101 in Building 8100). The Financial Aid Office is in charge of all student employment. Bring your documents during drop-in hours to meet with Christine Johnson (check the current drop-in hours at the Student Employment link in Step 4 above). She will help you with the next steps and get you put on the Foothill College payroll.

Nearby Social Security Offices

Open 9am-4pm Monday, Tuesday, Thursday, Friday. 9am-12pm on Wednesday. (As of August 2017)

- **Mountain View:** 701 N. Shoreline Blvd., 1st Floor
- **San Jose:** 280 S First Street, Room 244, 2nd Floor
- **Campbell:** 770 W Hamilton Avenue

Social Security Office locator: <https://secure.ssa.gov/ICON/main.jsp>

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