Shelton State Community College
Social Security and International Students

Social Security numbers are usually assigned to people who are authorized to work in the United States. Social Security numbers are used to report wages to the government and to determine eligibility for Social Security benefits. The Social Security Administration will not assign a number for the purpose of college enrollment. Shelton State Community College will assign an identification number upon enrollment.

Working in the United States
In order to receive a job on campus, you should contact your designated school official (DSO) for international students. The DSO can tell you if you are eligible to work on campus and give you information about available jobs. Also, the school may approve certain limited off-campus employment as permitted under the Department of Homeland Security (DHS) regulations.

Applying for a Social Security Card
Generally, only noncitizens who have permission to work from DHS can apply for a Social Security number. SSA (Social Security Administration) suggests that you wait until you are in the United States for at least 10 days before you apply for a Social Security number. Also, you should report to Shelton State Community College before applying for a number. Taking these actions will ensure that SSA can verify your immigration status with the Department of Homeland Security (DHS). To apply for a Social Security number:

- Complete an application for a card
- Present original documents proving your
  - **Immigration Status** - To prove your immigration status, you must present your current U.S. immigrant document, I-94 Arrival Departure Record, issued to you when you arrived in the U.S. F-1 students must also present a copy of your I-20 Certificate of Eligibility for Nonimmigrant status. A J-1 exchange visitor must show a copy of your DS-2019, Certificate of Eligibility for Exchange Visitor Status.
  - **Work Eligibility** - F-1 students are eligible to work on campus (providing there are positions available). You must provide a letter from your designated school official that provides the following:
    - Identifies you
    - Confirms your current school status
    - Identifies your employer and the type of work you are, or will be doing

Social Security will also have to have evidence of that employment, such as recent pay check stub or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job
- Your employment start date
- The number of hours you are, or will be working
- Your supervisor’s name and telephone number
If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide your Form I-20 with the employment page completed and signed by the school’s designated official.

If you are an F-1 student and have an Employment Authorization Document (EAD Form I-766 or I-688B) from DHS, you must present it.

- **Age** – Birth Certificate, passport, or a document issued by DHS to prove your age.
- **Identity** – Social Security can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and display your name, identifying information, and preferably a recent photograph. The Social Security Administration will ask to see your current U.S. immigration documents. Acceptable immigration documents include:
  - Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport.)
  - I-94 with your unexpired foreign passport; **OR**
  - Work Permit Card from DHS (I-766 or I-688B)

- Completed application and original documents should be taken to your local Social Security office:

  **Social Security Administration**
  **Federal Building Suite 111**
  **1118 Greensboro Avenue**
  **Tuscaloosa, AL 35401**

For more information about Social Security or to fill out an online application, please visit [http://www.ssa.gov](http://www.ssa.gov) or contact a Social Security Representative via phone 1.800.325.0778.