



The International Center
 201 Mullica Hill Rd.
 Glassboro, NJ 08028
 +1 856-256-4292
 Email: rowanic@rowan.edu

SOCIAL SECURITY VERIFICATION FORM

To be completed by student

Please wait 10 days after arriving in the US before applying for a Social Security Number. This is to allow enough time for your arrival information to update in all government database.

Student's Last Name: Student's First Name:

Rowan I.D. Number: Country of Citizenship:

SEVIS #: N _____ Email: _____@students.rowan.edu

Visa type: F-1 J-1

I confirm that I have: Updated my local NJ address Registered full-time

Talked to the International Student Adviser to make sure I am registered in SEVIS

To be completed by hiring official

Rowan Employing Department/On-Campus Contractor:

Job Location Address:

Supervisor's Name: Phone:

Beginning Date: Ending Date:

Hours/Week:

Job Description:

This is to serve as notification that the student listed above has been offered employment.

I understand that F-1 and J-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, if the student intends to register the subsequent semester.

For detailed information, visit: <http://www.rowan.edu/home/international-center/f-1-international-students/current-students/employment-training/social-security>

Hiring Official or supervisor's Name: Title:

Signature: Date:

To be completed by Payroll staff

I have verified that this student has been or will be provided with the electronic foreign tax benefits paperwork.

Signature: Date:

To be completed by International Center staff

I have verified that this student is enrolled full-time, has been registered in SEVIS and is therefore eligible to accept employment at Rowan University in Glassboro, NJ

Signature: Date:

International Student Adviser, Designated School Official

Allow 7-10 business days for International Center processing.

How to Obtain a Social Security Number?

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number. To obtain a Social Security Number, you must:

STEP 1: *Submit to the International Center Social Security Verification Form (Page 1)*

STEP 2: *Obtain from the International Center a letter to bring with you to the Social Security Administration (SSA). Allow 7-10 business days for the International Center to process the letter. The IC will verify your full-time status as well as on-campus employment eligibility. You will receive an email from the IC when the form is ready to pick up at the front desk.*

STEP 3: *Ensure you are active in SEVIS by talking to your International Adviser. Your SEVIS record must be in Active status for at least two days before applying for an SSN.*

STEP 4: *Wait 10 days after arriving in the United States before applying for an SSN to allow enough time for your arrival information to update in all government systems.*

STEP 5: *Provide the following in person to the Social Security Administration. All documents must be current:*

- *Machine Readable Immigrant Visa with your unexpired foreign passport*
- *I-94 (Arrival/Departure Record). You can print your I-94 at <https://i94.cbp.dhs.gov/i94/> or show your admission stamp in the unexpired foreign passport.*
- *Social Security Verification Form*
- *Your current I-20*
- *Evidence of that employment, such as a recent pay slip or a letter from your employer*
- *Form SS-5*

The closest Social Security Administration Office is located at 830 DELSEA DR NORTH, GLASSBORO, NJ 08028. For office hours call (800) 772-1213. You may apply for a Social Security number at the Social Security Office no more than 30 days prior to your employment start date.

Note: If you do not have permission to work: Lawfully admitted noncitizens can get many benefits and services without a Social Security number. You do not need a number to conduct business with a bank, register for school, apply for educational tests, obtain private health insurance, apply for school lunch programs or apply for subsidized housing. You cannot get a Social Security number for the sole purpose of obtaining a driver's license.

Allow 7-10 business days for International Center processing.