

SSN Supporting Letter Request Form



CONCORDIA
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IRVINE

MOON
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CENTER

A Social Security card and number are essential to working in the United States as it's required for anyone to receive payment. To apply for a Social Security number, you must be able to prove that you are legally authorized for employment and have a paid job. **Submit this form with a copy of 'Job Offer Letter' to your PDSO.**

TO BE COMPLETED BY STUDENT

Student's Name: _____ **E#:** _____

Major: _____ **Degree Level:** BA MA MBA OPT OTHER: _____

Email Address: _____ **Student's Position Title:** _____

Employment Start Date: _____ **Employment End Date:** _____

Job Type: On-Campus Off-Campus (Fill out A & B) Part-Time (20 hrs. or less) Full-Time (21 hrs. or more)

Employer/Company Name: _____

Physical Work Address:

Street Address _____ City _____ State _____ Zip Code _____

SOCIAL SECURITY NUMBER

A Social Security card is issued by the [Social Security Administration \(www.ssa.gov\)](http://www.ssa.gov) with a unique Social Security Number (SSN) along with your legal name (name on your passport). A Social Security Number is required for everyone who works in the U.S., including individuals in F-1, J-1 and H-1 visa. This number will be yours for life. You will need the number for many purposes in the U.S. including employment and paying taxes. A Social Security card is not a work permit.

Apply for a Social Security number in person at a local [Social Security Administration](http://www.ssa.gov) office. (*New students: wait at least 10 business days from your arrival in the U.S. before requesting a Social Security number.*) Remember to bring with you:

- I-20
- Passport
- F1 Visa
- I-94 card
- An employment offer letter
- Letter from Concordia Immigration Specialist/PDSO
- [Form SS-5](#) Application for a Social Security Card

Social Security Administration Office Irvine: Office Hours: Mon, Tue, Thu & Fri 9 am - 4 pm and Wed 9 am - 12 pm
Mission Viejo: 26051 Acero, Mission Viejo, CA 92691 Santa Ana: 1851 E 1st St # 500, Santa Ana, CA 92705

Working While Waiting for a SSN

If you have applied for the SSN you may work while the Social Security number application is being processed. There is no provision in the law that required employers to have their employees' SSNs before hiring them. There is no provision that prohibits an employee from beginning work if he or she has not yet obtained an SSN. However, you must have employment authorization from your P/D SO or the USCIS before you begin working.

Social Security Number Safety

A SSN is only meant to be used for tax and government purposes; however, it is often used by financial institutions, businesses, and others as a unique identification number. Because the SSN is a unique ID, it is often the target of “identity theft”. You should be very careful about where and to whom you give your SSN.

Never carry your Social Security card or number with you. Keep it at home in a secure place.

- Only give your SSN to someone who has a specific and legitimate need for it.
- Be very careful with any forms, applications or other materials that may have your SSN on it.
- Never give your SSN to someone who phones you.
- Never reply to email or web sites that request a SSN.

