



Applying for a U.S. Social Security Card **Updated March 1, 2011**

Florida Tech students and scholars who are actively employed on campus, need to apply for a Social Security Card for the purposes of filing taxes at the end of the year.

The Social Security number is used by the U.S. government to identify wage earners for tax purposes. The number assigned by Florida Tech to new international students and scholars is not a valid U.S. social security number. If you are an international student in the U.S., go to www.ssa.gov/pubs/10181.html for some helpful information. Please note that at this time students are not eligible to apply for a social security number unless they have secured on campus employment.

You should wait until you have been in the U.S. at least ten days before applying for a social security number. This will allow for enough time for your immigration information to be entered into the system, which is then verified by the social security office.

Take the following documents with you to the Social Security Administration Office:

- Completed "Request for Social Security Card" Form (on reverse)
- Your valid passport
- Your Form I-94, record of arrival and departure
- Your original I-20, DS-2019, or I-797

It may take 2 weeks or more for your Social Security card to arrive in the mail. Keep your social security card in a safe place. Theft of SSN numbers is not uncommon and may allow the thief to use your identity to establish credit, sign contracts, or purchase items for which you could be liable.

Miscellaneous Information about Social Security Numbers and Taxation:

As soon as you receive your social security number, it is your responsibility to give this number to all appropriate University Offices, specifically Human Resources and the Controller's office. In order to ensure you are taxed correctly, Florida Tech is required to collect data from international students and scholars on their citizenship, country of residence, length of stay in the United States, etc.

IRS Individual Taxpayer Identification Numbers (ITIN)

Foreign nationals not authorized to work in the United States because of the type of visa they hold, are not eligible for Social Security Numbers. However, these individuals are eligible to apply for an Individual Taxpayer Identification Number (ITIN) through the Internal Revenue Service (IRS). To apply for an ITIN, complete IRS Form W-7 (available from the OISS or download it from <http://www.irs.gov/pub/irs-pdf/fw7.pdf>).

Florida Institute of Technology • Office of International Student and Scholar Services

150 West University Boulevard, Melbourne, FL 32901-6975

(321) 674-8053 Fax (321) 728-4570



Office of International Student & Scholar Services

TO WHOM IT MAY CONCERN
Social Security Administration
1715 West Nasa Blvd.
Melbourne, Florida 32901

REQUEST FOR SOCIAL SECURITY CARD:

(Completed by Student/Scholar)

Date: _____ Florida Tech ID # _____

Last Name: _____ First Name _____

Bachelors _____ Master's _____ Doctorate _____ Major Field of Study _____

This will serve as evidence on on-campus employment for the above named student:

(Completed by Hiring Department)

Hiring Department _____ Job Title of Applicant _____

Start Date _____ Hours per week _____

Supervisor Name _____ Title _____ Date _____

Supervisor Signature _____

(Completed by International Student & Scholar Services Advisor)

The above named student is in F1/JI status attending Florida Institute of Technology. He/she is enrolled in a full course of study and meets the requirements of 8 CFR 214.2(f) and is therefore authorized to work on campus. I would appreciate your assistance in facilitating the applicants request for a social security card.

Sincerely,

Name Title Date

DIRECTIONS TO SOCIAL SECURITY ADMINISTRATION: 1715 West Nasa Blvd., Melbourne, FL 32901

Follow Country Club Road to Route 192. Make a left on to 192 (head west) and take right on to Airport Rd. Make a left on to Nasa Blvd. and the Social Security Administration Bldg. will be on your left.

Local Number: 1-866-716-7667

National Toll-Free Number: 1-800-772-1213

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