APPLYING FOR A UNITED STATES SOCIAL SECURITY NUMBER

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

The Social Security number is used by the United States government to identify wage earners for tax purposes. The FIT ID number assigned by Florida Tech to new international students and scholars is not a valid United States Social Security number. Visit www.ssa.gov/pubs/10181.html for additional information about international students and Social Security numbers. Please note that *international 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 United States for at least ten (10) days before applying for a social security number. This will allow enough time for your immigration information to be entered into the system, which is then verified by the Social Security Administration.

You will need to take the following documents with you to the Social Security Administration when applying for your Social Security number:
- Completed "Request for Social Security Card" form (on reverse)
- Your valid passport
- Your student visa
- Your original form I-20, DS-2019, or I-797
- Your Form I-94, record of arrival/departure, which can be retrieved from the following link: https://i94.cbp.dhs.gov/I94/

It may take two (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 Social Security 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.

IMPORTANT REMINDERS:
- You must obtain a Social Security number within 90 days from the start date of your employment.
- After applying, you will receive a receipt from the Social Security Office showing that you have applied for your SSN. You must provide this receipt to the Human Resources office at Florida Tech.
- When you receive your Social Security number, you must enter your number on your I-9/W-4 at the Human Resources Office at Florida Tech.

Miscellaneous Information about Social Security Numbers and Taxation
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. NOTE: if you do not provide your number to the Office of Human Resources within 90 days, your work authorization will be terminated.

IRS (Internal Revenue Service) 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 IRS. To apply for an ITIN, complete IRS Form W-7 (available at http://www.irs.gov/file_source/pub/irs-pdf/fw7.pdf).

TO WHOM IT MAY CONCERN
Social Security Administration
1715 W NASA Blvd.
Melbourne, FL 32901
Phone: (866) 716-7667

REQUEST FOR SOCIAL SECURITY NUMBER:

Section 1: Student Information (To be completed by the student/scholar)

Date: _____ Florida Tech ID #: _____

Last Name: _____ First Name: _____

Bachelor's _____ Master's _____ Doctorate _____ Major Field of Study: _____

Section 2: Evidence of On-Campus Employment
(To be completed by the hiring department only after an EPAF has been submitted)

Hiring Department: _____

Job Title of Applicant: _____ Start Date: _____ Hours per Week: _____

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

Section 3: Verification of Valid International Student Status
(To be completed by an International Student & Scholar Services advisor)

The aforementioned student is in valid F1/J1 status attending Florida Institute of Technology. She/he 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. With this form, I appreciate your assistance in facilitating the applicant's request for a Social Security number.

Sincerely,

Advisor Name & Title: _____

Advisor Signature: _____ Date: _____

Florida Institute of Technology • Office of International Student & Scholar Services
150 West University Boulevard, Melbourne, FL 32901-6975
Phone: (321) 674-8053 • Fax: (321) 728-4570

Updated: January 27, 2017