Social Security Work Authorization Form

This letter is to verify this person is a full-time student at Lincoln University and has maintained their visa status. They are eligible for employment under the following US immigration regulation:

1. Employment Information —Completed by Hiring Department/Supervisor

Student's Name(as written in passport)	Last Name	First Name	Middle Name
Date of Birth (month/Day/year)			
Student ID			
Department/Employer Name			
Employer Telephone Number			
Position Title/Brief Duties			
Dates of Employment Start and End Date(if applicable)			
Hours per week			

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Hiring Department/Supervisor (Signature) Date

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2. Verified by Office of International Education

_ F-1 On-Campus Employment, Severe Economic Hardship 8 CFR 214.2 (f)(9)(i)(ii)

_ F-1 Optional/ Curricular Practical Training 8 CFR 214.2 (f)(10)(i),(ii)_

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Office of International Programs (Signature)   Date

Designated School Official and Alternate Responsible Officers

The Social Security Administration now requires all F-1 visa holders to supply evidence of employment and J-1 students to show employment authorization from sponsors before being issued a social security number. A social security number (SSN) cannot be issued for identification purposes or for a driver's license. Note: It can take 2-6 weeks to be issued a Social Security Number. You can be paid after you apply for an SSN.

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

STEP 1: GET AN ON-CAMPUS JOB (Or have proof of off-campus work permission).
To find a job on-campus, please check with Student Employment in Wright Hall for a list of available on-campus jobs. International students are eligible for UNIVERSITY EMPLOYMENT ONLY. You must be starting employment in the near future BEFORE applying for an SSN. If a potential employer does not understand why you don't have a SSN— they can contact OIP.

STEP 2: EMPLOYER FILLS OUT EMPLOYER SECTION
Email your employer—ask to complete page 2 of this form on the computer & print. All sections must be completed. Social Security Number Information for F-1 students SOCIAL SECURITY ADMINISTRATION OFFICE 1101 West Chester Pike West Chester, Pennsylvania 19382 Mon, Tue, Thurs, Fi Hours: 9:00-4:00pm Wed Hours: 9:00-12:00 P.M. visit www.ssa.gov/ssnumber/ss5doc.htm for additional information

STEP 3: OIP SIGNS FORM
Please drop off your signed form and allow 2 days for signature verifying your student status.

STEP 4: GO TO SOCIAL SECURITY OFFICE
Please take with you the following:
- Work Authorization Form, DS-2019 or I-20, passport,
- visa
- and I-94. print your paperless 1-94 at; www.cbp.gov/I94 . If you have OPT work card, bring your work card as well.
- You will be required to complete an application at the Social Security Office and meet briefly with an officer.
   *You should be issued a card within 7-10 days.

SSN FOR IDENTIFICATION

Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing. It is not lawful for businesses to REQUIRE a social security number for identification. Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification. (passport, international driver's license, notarized statement).

SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD

If you do not have a job currently, you cannot be issued a Social Security Number.
To obtain a Driver's License or PA ID Card
- Request a Driver's License letter from the OIP (see Driver's License handout)
- Go directly to the Social Security Office and request a "Social Security Denial Letter"
- You will be given a denial letter the day you request it
- Take this letter to the Driver's License with the OIP Driver's License Letter and other required documents.