



## Office of International Education

### Applying for a Social Security Number

If you will be earning money in the U.S. and have authorization to work on campus or off-campus (including graduate assistantships), you must apply for a Social Security number in order to be paid. When applying for a Social Security number, individuals holding an F-1 or J-1 visitor category student visa will need to present the following documents to the Social Security Administration Office at 4212 Park Place Court, Suite B in Glen Allen, Virginia.

- All I-20s or DS-2019s
- Passport, visa and I-94 card
- **Offer of Employment letter:** must come from the employing college department on letterhead and must include the following:
  - Student's full name.
  - When the employment will begin.
  - The nature of the employment.
  - Where the work will be performed.
  - Number of hours per week the student will work.
  - R-MC's EIN (Employer Identification Number): 54-0505940
  - Employer contact information, including telephone number and the name of the student's immediate supervisor.

This will prove that the student has obtained work or is employed.

- **Authorization to work letter**
  - The OIE is the ONLY office authorized to issue this letter. We will need the Offer of Employment letter in order to prepare the authorization letter.
- Once you apply in person with the Social Security Administration Office, you should receive your SSN within two weeks.
- If you or the department hiring you has any questions, please contact the Office of International Education or visit the Social Security Administration's section for foreign students: <https://secure.ssa.gov/apps10/poms.nsf/lrx/0100203470!opendocument>

## Sample offer letter:

**(Please submit on departmental letterhead)**

January 26, 2010

Social Security Administration Office  
4212 Park Place Court, Suite B  
Glen Allen, Virginia 23060

To whom it may concern:

XXXXXX XXXXXXXX is an international student at Randolph-Macon College. She (will begin working on XXXXX/on XXXXXXX) in the XXXXXXX office/ department, and will work XXX (hours/ week). Her basic duties will be... (indicate the field of work and basic tasks, but no need to include too many details). The college's EIN is 54-0505940.

Please assist her in obtaining a Social Security number and, if any further paperwork is needed, contact the undersigned at (phone/e-mail).

Thank you,

XXXXXX XXXXXXXXXXXX  
(Title)