OBTAINING A SOCIAL SECURITY NUMBER (SSN)

WHAT IS A SOCIAL SECURITY NUMBER (SSN)?
A Social Security number (SSN) is used to report wages earned in the United States to the U.S. government and to determine eligibility for Social Security benefits. SSN's can only be assigned to foreign workers who are authorized to work in the United States.

WHEN IS AN SSN REQUIRED?

EMPLOYMENT You can begin work* (and be paid) while you wait for the SSN to be issued. However, you must apply for an SSN if you are employed in the United States or if you receive or plan to accept an employment offer in the United States. *Note: J-1 Students must obtain OGS authorization before engaging in paid or unpaid employment.

FELLOWSHIPS If you have or will receive a fellowship or scholarship payment from Georgetown University, you need an SSN or an Individual Taxpayer Identification Number (ITIN) if you are not eligible for an SSN. To obtain an ITIN, submit a Form W-7 to the Internal Revenue Service (IRS) with your annual tax filing. Email Darius.Ngo@georgetown.edu with questions and for help with certifying documents.

IRS TAX FORMS Tax filing is a legal requirement. All F-1 and J-1 Students who are nonresidents for tax purposes are required to submit a tax filing to the IRS if they have any U.S. source income (other than bank interest). An SSN or ITIN is required on IRS tax return forms. Complete information is available on the OGS Tax website (www.internalservices.com/tax).

WHEN IS AN SSN NOT REQUIRED?

REGISTERING FOR CLASSES It is not necessary to have an SSN in order to register for classes. The Georgetown ID number on your GOCard is used for most on-campus ID purposes.

BANKING You do not need an SSN to open a bank account or for most other financial transactions. Banks may ask an F-1 or J-1 student to fill out an IRS Form W-8BEN to prove they are exempt from the SSN requirement. If you require written confirmation you are not eligible for an SSN, you should apply for an SSN at the Social Security Administration (SSA) by completing the Form SS-5 and request written confirmation when that application is denied.

DRIVER’S LICENSE DC will issue a Limited Purpose Driver’s License without an SSN. Virginia does not require an SSN to obtain a license but will ask that you show your Social Security card, if you have one. Maryland requires a Social Security card, or a document from the Social Security Administration demonstrating non-work authorized status.

DETERMINING ELIGIBILITY
Eligibility for an SSN and card varies. If you need an SSN but are not eligible for one (based on the eligibility requirements listed below), you may apply for an Individual Taxpayer Identification Number (ITIN) by filling out a Form W-7 available on the IRS website (www.irs.gov) and submit it along with your annual tax filing.

<table>
<thead>
<tr>
<th>VISA TYPE</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1</td>
<td>Eligible only if you have evidence of authorization for the following situations:</td>
</tr>
<tr>
<td></td>
<td>• On-campus employment</td>
</tr>
<tr>
<td></td>
<td>• Curricular Practical Training (CPT) with CPT endorsement on page 2 of your Form I-20</td>
</tr>
<tr>
<td></td>
<td>• Optional Practical Training (OPT) with an Employment Authorization Document (EAD) card</td>
</tr>
<tr>
<td></td>
<td>• Note: F-1 Students who were issued EAD cards for other reasons (e.g. employment authorization due to severe economic hardship) are also eligible to apply for an SSN.</td>
</tr>
<tr>
<td>F-2</td>
<td>Not eligible to receive an SSN.</td>
</tr>
<tr>
<td>J-1</td>
<td>Automatically eligible to apply for an SSN.</td>
</tr>
<tr>
<td>J-2</td>
<td>Eligible to apply for an SSN only if a J-2 dependent who has applied for work authorization and received an Employment Authorization Document (EAD).</td>
</tr>
</tbody>
</table>
**WHAT YOU NEED TO APPLY**

All applicants must present:
- A completed application for a Social Security Card (Form SS-5)
- An unexpired passport
- I-94 Record printed copy ([https://i94.cbp.dhs.gov/i94/#/home](https://i94.cbp.dhs.gov/i94/#/home))

F-1 Students must also present:
- Signed Form I-20
- Proof of employment and employment authorization

**ON-CAMPUS EMPLOYMENT**
Students engaged in on-campus employment must provide employment information and verification of on-campus work eligibility. Both of these requirements are met by using the Social Security On-Campus Employment Form: F-1 Students: ([internationalservices.georgetown.edu/f-1-on-campus-employment](https://internationalservices.georgetown.edu/f-1-on-campus-employment))

**OFF-CAMPUS EMPLOYMENT**
This may be in the form of an Employment Authorization Document (EAD) issued by U.S. Citizenship & Immigration Services (USCIS) or a Curricular Practical Training (CPT) authorization on page two of the Form I-20.

J-1 Students must also present:
- Form DS-2019
- Proof of employment authorization. A J-1 Student must have a letter from the exchange program sponsor authorizing any on-campus employment ([internationalservices.georgetown.edu/j-1-on-campus-employment](https://internationalservices.georgetown.edu/j-1-on-campus-employment)). For J categories in which employment is authorized incident to status (Research Scholar, Professor, Short-term Scholar, Specialist, and Student Intern) the Form DS-2019 should be sufficient.

**Employees in H-1B, O-1, E-3, or TN status:**
- Work authorization is inherent to your status. Additional documentation is not needed.

**WHERE TO APPLY**
There is one Social Security Administration (SSA) office near Georgetown:

**1300 D St SW, Washington, DC 20024**

For hours, directions and other SSA information, please see: [www.ssa.gov](http://www.ssa.gov)

**WHEN TO APPLY**
If you are not starting work right away, it is recommended to wait until after SEVIS registration to apply. If you are starting work right away, however, you will need to apply for the SSN as soon as possible after your arrival and must notify your IS Advisor to request early SEVIS registration. Please note: F-1 Students applying for an SSN to begin either on-campus employment or off-campus employment via CPT may submit an application for an SSN up to 30 days before the scheduled employment start date. F-1 Students applying for an SSN to begin off-campus work requiring an Employment Authorization Document (EAD), such as OPT or work with an international organization, are not permitted to apply for an SSN prior to the start date listed on the EAD.

**PROCESSING TIME**
2-3 weeks
The actual card will be sent to the address listed on your application form. However, you will immediately be given a receipt showing that you have applied for a Social Security Card. You may complete Form I-9 to verify employment eligibility while you wait for the Social Security Card. If your Social Security Card has not been issued after 10 business days, you may take your receipt to the Georgetown Tax Accounting Office at 2121 Wisconsin Ave, NW, 4th Floor, in order to be issued a temporary number so you may be paid without further delay. If you have not received a Social Security Card in 30 days, please contact your IS Advisor. Once you receive your SSN, please report the number in CMS ([gms.georgetown.edu](http://gms.georgetown.edu)).

**APPLICATION FOR SOCIAL SECURITY CARD (FORM SS-5)**
The SS-5 Form is available on the Social Security Administration website: ([www.ssa.gov/online/ss-5.pdf](http://www.ssa.gov/online/ss-5.pdf)). Please leave blank any questions on the SS-5 form you are unable to answer. When you go to the Social Security Office in person, you may ask for help to complete the form. For more information on SSN’s, call the SSA toll-free at 1-800-772-1213. Recorded information is available 24 hours a day. Service representatives are on call from 7am-7pm during business days.