

Obtaining a Social Security NUMBER

In order to work in the United States, you must obtain a Social Security card. This card contains your unique taxpayer identification number, or Social Security Number. A non-U.S. citizen may obtain a U.S. Social Security Number if he or she has permission to work in the U.S. or is required to by a federal, state or local government agency.

A non-U.S. citizen who is ineligible for a Social Security Number is still required to file a U.S. tax return and should instead apply for an Individual Taxpayer Identification Number (ITIN) by filling out a Form W-7 and submitting this form along with his or her tax return. Copies of this form are available at: www.irs.gov. In order to determine what kind of number you will need while at Georgetown and how to apply for an ITIN, contact the Tax Office at 2121 Wisconsin Ave, Fourth Floor, at (202) 687-1158.

Note: The Social Security Number should not be confused with the Georgetown Identification Number listed on your GOCard or in your student record. These numbers are not Social Security Numbers and should not be used as such.

How to apply:

1. All applicants must present:

- A completed Form SS-5 (see notation below), Application for a Social Security Card;
- An unexpired passport; and
- Form I-94.

2. F-1 students must also present:

- SEVIS Form I-20;
- Proof of employment authorization. A student's Proof of Work Authorization may be in the form of a verification letter of on-campus work authorization from Georgetown's International Student and Scholar Services (Second Floor, Poulton Hall), or in the form of an Employment Authorization Card issued by U.S. Citizenship & Immigration Services (USCIS). For proof of eligibility for Curricular Practical Training (CPT), the student must show the CPT authorization on the employment page of the Form I-20;
- Proof of employment. Students engaged in on-campus employment must also provide a letter from the employer on the employer's letterhead that provides the following verification:
 - Name of student employee
 - Nature of the job
 - Anticipated or actual start date
 - Anticipated number of hours of work per week
 - Employer identification number
 - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor

If your passport is less than one year old, it is advisable to bring another piece of identification with you (identification card issued in your home country, old passport, etc.).

The Social Security Administration will not issue a Social Security Number if the passport is less than one year old without another document to prove your legal age and identity.

***Obtaining a Social Security* NUMBER**

- Original signature and signatory's title
- Date

3. J-1 Exchange Students and Scholars must also present:

- SEVIS Form DS-2019;
- Proof of employment authorization. A J-1 student must have a letter from the exchange program sponsor authorizing employment. For J categories in which employment is authorized incident to status, Form DS-2019 should be sufficient.

***Unlike F-1 students, J-1 students do not need a letter from their employer.**

4. For individuals in H, O, or TN status, work authorization is inherent to your status, and no additional document is needed.

Social Security Cards for Family Members: Only J-2 dependents who have received an Employment Authorization Document from USCIS are eligible to apply for a social security number. For all others, contact the International Tax office at Georgetown for information about applying for an Individual Tax Identification Number (ITIN).

Many states require applicants for driver's licenses to have a Social Security Number. In this case, the Social Security Administration may be able to issue a letter saying that your dependent is not eligible for a Social Security number for Department of Motor Vehicle purposes.

Processing time: It takes the Social Security Administration anywhere from two weeks to three months to process the application. The actual card will be sent to the address listed on your application form. However, they will give you a receipt showing that you have applied for a Social Security card immediately. If you are not starting work right away, it is recommended that you wait three weeks from your arrival in the U.S. to apply. It usually takes the Immigration Service two to three weeks to enter your arrival data into the database through which the Social Security Administration verifies your documents. If you are starting work right away, however, you will need to apply for the Social Security number as soon as possible after your arrival. If your social security card has not been issued after ten business days, you may take your receipt to the Georgetown Tax Office in order to be issued a "dummy" or temporary Social Security number so that you may be paid without further delay. Once you receive your Social Security number, please inform the Tax Office and your hiring department immediately so they can update your forms.

Obtaining a Social Security NUMBER

SSA Office Locations: The Social Security Administration office closest to Georgetown is located at 2100 M Street NW, and is open 9 a.m. – 4 p.m.

While the M Street office is the closest to Georgetown, there may be other offices that are more convenient for you:

<i>In Washington, DC:</i>	<i>In Maryland:</i>	<i>In Virginia:</i>
2041 MLK Jr. Avenue, SE Suite 130 Washington, DC 20020	315 N Washington Street Rockville, MD 20850	6295 Edsal Road Alexandria, VA 22312
1905-B 9 th Street, NE Washington, DC 20018	337 Brightseat Road Landover, MD 20785	1815 N. Ft. Myer Drive Suite 200 Arlington, VA 22209 (in Rosslyn – across the Key Bridge)
7820 Eastern Avenue, NW Washington, DC 20012	11160 Viers Mill Road Wheaton, MD 20902	
2100 M Street, NW Washington, DC 20037	6400 Old Branch Avenue Camp Springs, MD 20748	
	7401C Forbes Boulevard Seabrook, MD 20706	

More local SSA office addresses are available at: www.socialsecurity.gov

APPLICATION FOR SOCIAL SECURITY CARD (FORM SS-5)

Instructions for completing the SS-5 may be found on the Social Security Administration website: <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 can ask for help to complete the form.**

For more information on Social Security numbers, call the Social Security Administration toll-free at **(800) 772-1213**. Recorded information is available 24 hours a day. Service representatives are on call from 7 a.m. to 7 p.m. on business days.