

OBTAINING A SOCIAL SECURITY NUMBER (SSN)

Office of Global Services
Georgetown University

DETERMINING ELIGIBILITY

Eligibility for a Social Security number and card varies, depending on your situation. If you need a Social Security number 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 here: www.irs.gov) and submitting it along with your tax return.

VISA TYPE	ELIGIBILITY
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F-1	Eligible only if you have evidence of authorization for the following situations: <ul style="list-style-type: none">• On-campus employment• Curricular Practical Training (C.P.T.) with C.P.T. endorsement on page 2 of your I-20 form• Optional Practical Training (O.P.T.) with an Employment Authorization Document (E.A.D.) card.• NOTE: F-1 students who were issued E.A.D. cards for other reasons (employment authorization due to severe economic hardship, for example) are also eligible to apply for a Social Security number.
F-2	Not eligible to receive a Social Security number.
J-1	Automatically eligible to apply for a Social Security number.
J-2	Eligible to apply for a Social Security number only if you are a J-2 dependent who has applied for work authorization and received your Employment Authorization Document (E.A.D.).

WHAT IS A SOCIAL SECURITY NUMBER (SSN)?

A Social Security number (SSN) is used to report your wages to the U.S. government and to determine eligibility for Social Security benefits. Social Security numbers can 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 your Social Security number to be issued. However, you must have applied for a Social Security number if you are employed in the U.S. or if you have received and plan to accept an offer of employment in the U.S.

FELLOWSHIPS If you are going to receive a fellowship or scholarship payment from Georgetown University, you will need a Social Security number or an Individual Taxpayer Identification Number (ITIN) if you are not eligible for a Social Security number. To obtain an ITIN, submit a [Form W-7](#) along with your tax return. If you need help filling out your Form W-7, contact the Tax Accounting Office at (202) 687-5448.

IRS TAX FORMS All students in F-1 status who are non-resident aliens for tax purposes are required to submit a tax return form to the Internal Revenue Service if they have any U.S. source income (other than bank interest). A Social Security number or Individual Taxpayer Identification Number (ITIN) is required on Internal Revenue Service (IRS) tax return forms.

WHEN IS AN SSN NOT REQUIRED?

REGISTERING FOR CLASSES It is not necessary to have a Social Security number 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 a Social Security number to open a bank account or for most other financial transactions. If you are an F or J visa holder, the bank may ask you to fill out Internal Revenue Service Form W-8BEN to prove that you are exempt from the requirement of providing a Social Security number. If you require written confirmation that you are not eligible for an SSN, you should apply for an SSN by completing the Form SS-5 and request written confirmation when that application is denied.

DRIVER'S LICENSE D.C. 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.

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 Automated Printout (cbp.gov/i94)

F-1 STUDENTS must also present:

- SEVIS 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: internationalservices.georgetown.edu/forms

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 three of Form I-20.

J-1 STUDENTS 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 any on-campus employment. For J categories in which employment is authorized incident to status, 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

The Social Security Administration (SSA) office closest to Georgetown is located at 2100 M Street NW. The M Street office has been found to be the most knowledgeable about international students and scholars.

Hours:

Mon: 9 am – 4pm

Tues: 9 am – 4pm

Wed: 9 am – 12pm

Thurs: 9am – 4pm

Fri: 9am – 4pm

Sat & Sun: Closed

For directions and information about other SSA offices, please see: www.ssa.gov

WHEN TO APPLY

If you are not starting work right away, it is recommended that you 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 months

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 and begin work upon issuance of the receipt. 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 that you may be paid without further delay. If you have not received a Social Security Card in 30 days, please see your IS Advisor. Once you receive your SSN, please inform the Tax Accounting Office and your hiring department immediately so they can update your forms.

APPLICATION FOR SOCIAL SECURITY CARD (FORM SS-5)

The SS-5 Form may be found on the Social Security Administration website: 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 Social Security numbers, call the SSA toll-free at 1-800-772-1213. Recorded information is available 24 hours a day. Service representatives are on call from 7 a.m. to 7 p.m. on business days.