West Chester University Center for International Programs

INTERNATIONAL STUDENTS

Social Security Number Request

In order to apply for a Social Security Number you will need to:

_ 	Secure employment Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student Obtain the Employment Verification Letter from the Center for International Programs Have your employer complete Section 1 of the Employment Verification Letter Come to the CIP during scheduled hours with Section 1 of your Employment Verification Letter completed. Once you have done so, the CIP will complete the form by signing Section 2.		
The Social Security Administration requires the following items in order to apply for a Social Security Number:			
	Passport		
	Form I-94 (small white card in passport)		
	Form I-20 or DS-2019		
	Complete Employment Verification Letter		
	Complete Form SS5, which is available at the Social Security Administration or can be		

Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information visit http://www.socialsecurity.gov/pubs/10064.html



West Chester University

Manager Social Security Administration 1101 West Chester Pike West Chester, PA 19382

Center for International Programs

101B Old Library 775 S. Church Street West Chester, PA 19383

Phone (610) 436-3515 Fax (610) 436-3426 international@wcupa.edu www.wcupa.edu

Employment Verification Letter

Section 1: To Be Completed By the Student's Employer (Please Print)

Student's Name as Stated in P	assport:			
Student's University ID Number:				
Place of Employment:				
Employment Identification Number (EIN):				
Employment Identification Nun	nber for West Chester University: 23241	7773		
Nature of Student's Job:	(Such as food preparer, library aide, research ass	istant, etc.)		
Employment Start Date:	Number of Hours	s/Week:		
As the student's employer, I verify that the above stated employment information is accurate.				
Printed Name, Employer	Signature, Employer	Date (mm/dd/yyyy)		
Position Title	Office Telephone Number	Email Address		
Employers may wish to reference SSA's fact sheet, <i>Employer Responsibilities When Hiring Foreign Workers</i> . This fact sheet is available online at http://www.socialsecurity.gov/employer/hiring.htm				
Section 2: To Be Completed By Th	e Center for International Programs			
I certify that the above named stud	dent is enrolled as a full time student at West	Chester University		
Printed Name, DSO	Signature, DSO	Date (mm/dd/yyyy)		