



SOCIAL SECURITY NUMBER ELIGIBILITY AND ON-CAMPUS EMPLOYMENT

"F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status." (NAFSA Adviser's Manual, 2006 Release, p229)

Conditions of on-campus employment:

- A student is eligible to work immediately upon arrival to campus;
- Employment must be on-campus;
- Limited to 20 hours per week while school is in session; can be full-time (maximum 40 hours per week) during official school breaks;
- Does NOT have to be related to the student's course of study;
- Does NOT require Designated School Official (DSO) or Department of Homeland Security (DHS) approval.

Students must also have a U.S. social security number to be paid for services performed. Students may begin working without the social security number, but will not be paid until the social security number is on file with the payroll department of the employer.

To be eligible for a U.S. social security number, students must have the following documents:

- Job offer letter from employer (***Student must first have a job before applying for a social security number!***). This is a form letter available from International Education & Programs (IEP), Sisson Hall.
- Letter verifying student status at SUNY Potsdam. This letter is available from IEP, Sisson Hall.
- Valid Form I-20
- Valid passport (Canadians may use driver license and birth certificate)
- I-94 card (little white card stapled inside your passport or to your I-20)
- Visa (Canadians do NOT have a visa)
- Completed Social Security Card application (available at Social Security Administration)

Students must bring ALL the documents mentioned above and apply in person at the Social Security Administration (SSA) office in Ogdensburg, New York.

Social Security Administration
818 Commerce Park Drive
Ogdensburg, New York 13669

Telephone: (315) 393-1417

Office Hours: Monday – Friday
9am – 4pm
Closed on legal U.S. Holidays

If the student successfully submits a complete application with all the required documentation, an application receipt will be issued by SSA and the social security number will be issued and arrive to the student's mailing address within 7-10 business days.