

**LEHIGH UNIVERSITY
PAYROLL OFFICE
524 BROADHEAD AVENUE**

**International Students and Scholars
Procedures for Applying for a Social Security Card**

Note: F-2's, H-4's and J-2's with no work authorization are not eligible for Social Security Numbers.

1. Complete an Application for a Social Security Card (Form SS-5). To print the application, click on the link to the Social Security Administration (SSA) on the Payroll Office website (http://www.lehigh.edu/~inctr/international_payroll.htm).
2. If you are a student, obtain an **original** letter from the Office of International Students and Scholars (OISS), located at Coxe Hall, 32 Sayre Drive which states that you are a full-time student. See below for example of OISS letter.
3. Obtain an **original** letter from your employer (on or off campus) which shows you have acquired a job or that you are working. This letter must be printed on your employer's letterhead and signed by your supervisor with "blue" ink. See below for an example of an acceptable letter. An **original** letter of appointment as a research assistant, graduate assistant, teaching assistant is also acceptable. Important: If you are an F-1 student who has an EAD (Employment Authorization Document) or if you are authorized by Lehigh on your I-20 for CPT (Curricular Practical Training) you do not need to present a letter to the SSA.
4. Gather documents which prove your age, identity and immigration status. SSA must see **original** documents, not photocopies. Most non-citizens will use their birth certificate or passport to prove age and their passport to prove identity. To prove your immigration status, use your U.S. Citizenship and Immigration Services (USCIS) documents such as: SEVIS I-20, SEVIS DS-2019, I-797 (Notice of Action), EAD card or I-94. Please consult the table below for guidelines for specific documents.

Class	Description	Acceptable Documents
F-1	Students	Passport, I-94, I-20
F-2	Spouse of F-1	Not eligible to work – not eligible for Social Security card
J-1	Exchange Visitor/Student	Passport, I-94, DS-2019. If Lehigh University did not issue the DS-2019, check with your sponsor.
J-2	Spouse of J-1	Passport, I-94, DS-2019 and EAD card from immigration (for work purposes only). J-2 visa holders who do not have an EAD card are not eligible for a Social Security number.
For Visas not listed		Contact the Office of International Students and Scholars for more information.

5. Take the completed application, the letters and the appropriate documents that prove your age, identity and immigration status to any Social Security Administration Office. The nearest office is located at: 555 Main Street
Bethlehem, PA 18018
Phone: 610-691-2451 or 1-800-772-1213
6. When you visit the Social Security Administration Office, ask for a receipt that indicates you applied for a Social Security Card.
7. Upon your return to campus, bring your receipt to the Lehigh University Payroll Office, 524 Brodhead Avenue.
8. When you receive your Social Security Card, hand-deliver a copy to the Lehigh University Payroll Office, 524 Brodhead Avenue.

**SAMPLE – PROOF OF FULL-TIME STATUS
(OISS Letter)**

Date: __/__/____

To whom it may concern:

This is to certify that _____ is a student attending
Lehigh University.

The student is working or has been offered on-campus employment.

Name of the on-campus employer: _____

Nature of employment: _____

Designated School Official (signature)

Typed or printed name and title of Designated School Official

____-____-____
Phone

SAMPLE – PROOF OF EMPLOYMENT

**LEHIGH ON-CAMPUS EMPLOYER
(Verifying Employment)**

Date: __/__/____

To whom it may concern:

This is evidence of on-campus employment for: _____

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Department/Office Name and Location:

Start Date: __/__/____

Number of Hours/Week: __

Employer contact information: 24-0795445 (Lehigh University EIN)

____-____-____
(Lehigh Employer Telephone Number)

(Name of Student's Immediate Supervisor)

Supervisor Signature: _____

Supervisor Title: _____