



## Letter Request for Social Security Office

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

CSULB ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

All F-1 degree-seeking students who are in full time status are eligible to work on campus as early as their first semester. On-campus employment, must either be performed on the school premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore, cafeteria or administrative offices), or off-campus locations which are educationally affiliated with the school. Employment with on-site commercial firms which do not provide direct student services is not deemed on-campus employment [8 CFR 214.2(f)(9)(i)].

Employment must not exceed 20 hours a week while school is in session, but F-1 degree-seeking students can work full-time when school is not in session or during the annual vacation periods.

**Note:** Social Security Administration (SSA) will issue an SSN only to F-1 students who are authorized to be employed in the United States.

### ON-CAMPUS EMPLOYER OFFER LETTER REQUIREMENT

An F-1 student will need certification letters from the employer and the CIE advisor in order to apply for a social security number. The student must present these two letters to officials at the local Social Security Administration (SSA) office to get a Social Security number.

**The letter from the on-campus employer should include the following information among other things:**

1. Identity of student employee (name and student ID#).
2. Nature of job the student is, or will be, engaged in.
3. Anticipated or actual employments start date.
4. Number of hours the student is expected to work.
5. Employer identification number (EIN)
6. Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor.
7. Original signature and signatory's title
8. Date
9. Letter must be printed on the employer's letterhead

*Please ensure that your address, phone number, and email in your MyCSULB account are accurate and current. You may be required to submit current documentation of financial support to the CIE office upon request.*

#### Requirements

1. Letter for Social Security Office based on:
 

On-Campus Employment	CPT
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2. Employment offer letter is attached
3. SUBMIT YOUR REQUEST TO ISS BY EMAIL: [cie-student@csulb.edu](mailto:cie-student@csulb.edu)  
**Email Subject Line:** Social Security Letter Request-(Name and CSULB ID #)  
*Please note on subject line if you need request expedited*

*Request process time is 7-10 business days.*

I-20 Program End Date:	Advisor Initials:	Date:
Passport Expires:	Notes:	