

OBTAINING A SOCIAL SECURITY NUMBER

In order to work in the United States, you must obtain a Social Security card. This card contains your unique taxpayer identification number, or Social Security Number (SSN). A non-U.S. citizen may obtain a U.S. SSN if he or she has permission to work in the United States or is required to by a federal, state, or local government agency.

A non-U.S. citizen who is ineligible for a SSN is still required to file a U.S. tax return and should instead apply for an Individual Taxpayer Identification Number (ITIN) by filling out a Form W-7 and submitting this form along with his/her tax return. Copies of this form are available at: www.irs.gov. In order to determine which number you will need while at Georgetown and how to apply for an ITIN, contact the Tax Office at 2121 Wisconsin Ave, 4th floor, at (202) 687-1158.

Note: The SSN should not be confused with the Georgetown Identification Number listed on your GOCard or in your student record. These numbers are not Social Security Numbers and should not be used as such.

How to apply:

1. All applicants must present:

- A completed [Form SS-5](#) (see notation below), Application for a Social Security Card
- An unexpired passport*
- Form I-94

*If your passport is less than one year old, it is advisable to bring another piece of identification with you (identification card issued in your home country, old passport, etc.). The Social Security Administration (SSA) will not issue a SSN if the passport is less than one year old without another document to prove your legal age and identity.

2. F-1 students must also present:

- SEVIS Form I-20;
- Proof of employment authorization. This may be in the form of a verification letter of on-campus work authorization from OIP, or in the form of an Employment Authorization Card issued by U.S. Citizenship & Immigration Services (USCIS). For proof of eligibility for Curricular Practical Training (CPT), the student must show the CPT authorization on the employment page of the Form I-20;
- Proof of employment. Students engaged in on-campus employment must also provide a letter from the employer on the employer's letterhead that provides the following verification:
 - name of student employee
 - nature of the job
 - anticipated or actual start date
 - anticipated number of hours of work per week
 - employer identification number- If GU, the EIN is 530196603
 - employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
 - original signature and signatory's title
 - date

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 be permitted to apply for an SSN prior to the start date listed on the EAD.

3. J-1 Exchange Students and Scholars 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 employment. For J categories in which employment is authorized incident to status, Form DS-2019 should be sufficient. ***Unlike F-1 students, J-1 students do not need a letter from their employer.**

4. For individuals in H, O, or TN status: work authorization is inherent to your status; no additional document is needed.

Social Security Cards for Family Members: Only J-2 dependents who have received an Employment Authorization Document from USCIS are eligible to apply for a SSN. For all others, contact the International Tax office at Georgetown for information about applying for an Individual Tax Identification Number (ITIN).

Many states require applicants for driver's licenses to have a SSN. In this case, the SSA may be able to issue a letter saying that your dependent is not eligible for a SSN for Department of Motor Vehicle purposes.

Processing time: It takes the SSA anywhere from 2 weeks to 3 months to process the application. The actual card will be sent to the address listed on your application form. However, they will immediately give you a receipt showing that you have applied for a Social Security card. If you are not starting work right away, it is recommended that you wait 3 weeks from your arrival in the United States 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. If your social security card has not been issued after 10 business days, you may take your receipt to the Georgetown Tax Office in order to be issued a temporary SSN so that you may be paid without further delay. Once you receive your SSN, please inform the Tax Office and your hiring department immediately so they can update your forms.

SSA Office Locations: The SSA office closest to Georgetown is located at 2100 M St. N.W. and is open 9:00am – 4:00pm

While the M Street office is the closest to Georgetown, there may be other SSA offices that are more convenient for you:

In Washington, DC:

2041 MLK Jr. Ave. S.E
#130 20020

Postal Plaza Shopping Ctr
1905-B 9th St. N.E. 20018

7820 Eastern Ave. N.W. 20012

2100 M. St., NW 20037

In Maryland:

315 N Washington St.
Rockville 20850

Rm 201, Manor Bus Center
337 Brightseat Rd., Landover, 20785

11006 Viers Mill Rd., Silver Spring 20902

6110 Allentown Road, Suitland 20746

7401C Forbes Blvd, Seabrook 20706

In Virginia:

Plaza 500 Suite 190
6295 Edsall Rd., Alexandria 22312

1401 Wilson Blvd., Suite 200, Arlington 22209
(Rosslyn – corner of Wilson & Oak Sts.)

Directions to and information about local SSA offices are available at: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>

APPLICATION FOR SOCIAL SECURITY CARD
(FORM SS-5)

Instructions for completing the SS-5 may be found on the Social Security Administration website: <http://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 can 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.