In order to be paid for either on or off campus employment, it is necessary to have a Social Security number (SSN). An SSN does NOT authorize you to accept employment off-campus. If you are F-1 or J-1 status, accepting unauthorized employment is a violation of your immigration status. For information regarding employment rules and responsibilities, please visit the ISSS website at http://www.stevens.edu/sit/isss, under F-1/J-1 student.

Process for On-campus Employment

Step 1:

Obtain the "Employer Certification to Accompany F-1/J-1 Social Security Administration Letter" and Social Security Letter here, or at http://www.stevens.edu/sit/isss/forms. Complete the Nonimmigrant Information student section of the letter.

Step 2:

Take the Social Security letter to your Stevens hiring department/supervisor to complete the "Employer Details" section. The hiring department/supervisor must date, sign and print their name in the "Original Signatures" section of the form and on the Employer Certification.

Step 3:

Take the completed Social Security letter to ISSS for a signature from a Designated School Official (DSO) or Alternate Responsible Officer (ARO). The DSO/ARO's are ISSS advisors or the Coordinator.

Step 4:

Apply for a Social Security Number. Complete a Social Security application form found at http://www.ssa.gov/. Application forms are also available at the Social Security Office. The following documents are required to apply for an SSN:
1. Employment letter
2. A valid passport or a valid picture ID.
3. Form I-20, with work authorization on the third page if on CPT/OPT **OR** Form DS-2019
4. I-94 card or an electronic I-94 print-out which you may get at www.cbp.gov/i94
5. Visa that corresponds with your nonimmigrant status **OR** an I-797 approval notice if you have successfully changed status in the United States

Standard processing time for the issuance of a social security number is approximately 2 weeks, though it may take longer. Once processed, a SS card will be mailed to you. You may not engage in employment until you have received your card.

Step 5:

Once you receive your social security card, visit the Student Employment office for further information on how to complete the employment application process and when you can begin to work. This step is necessary before you may begin work and start receiving payment for your services. The Student Employment office is located in the Wesley J. Howe Center lobby, past the bookstore.

Process for Off-campus Employment for CPT or OPT
1. Obtain a letter of employment (The letter of employment must be written on company letterhead and state your position, hours, start date, and end date).
2. Follow step 4.

Social Security Administration (SSA) and Local Offices
SSA Contact Information: http://www.ssa.gov/   Telephone: 1-800-772-1213
Local Offices and Hours of Operation
Hoboken: 79 Hudson St., Hoboken, NJ 07030   **Hackensack:** 22 Sussex St., Hackensack, NJ 07601
Office Hours: Mon., Tues., Thurs., Fri. 9:00 AM – 3:00PM; Wednesday, 9:00AM-12:00PM