INSTRUCTIONS FOR TOWSON UNIVERSITY SUPERVISORS REGARDING INTERNATIONAL STUDENT SOCIAL SECURITY NUMBER APPLICATIONS:

Effective October 13, 2004, international students in F-1 non-immigrant status who wish to apply for a Social Security Number must now show proof of employment, or evidence of a job offer, at the time they submit their Social Security Number application.

If you have hired or intend to hire an international student with F-1* status, you will need to complete the following steps to assist him/her in obtaining a Social Security Number:

- Write a letter which includes specific information requested by the Social Security Administration (SSA), verifying his/her employment. (The International Student and Scholar Office (ISSO) has drafted a letter that meets all of the SSA requirements, which is available on the ISSO web site at http://wwwnew.towson.edu/issodocs/SSNLetter.doc.)

- An individual letter must be done for each student.

- Please complete the required information (up to the “Signatory's Title” section) and print it on your office letterhead.

- Once this letter has been printed, an original signature in blue ink is necessary.

- The student must then bring the letter to the International Student and Scholar Office for certification by a Designated School Official (ISSO staff member), as this is also a Social Security Administration requirement.

Thank you for assisting your F-1 student employee obtain a Social Security Number. If further information would be helpful, please contact our office.

* Most Towson University students are on F-1 student visas. There are currently about 800 students on our campus in F-1 student status.