SSN Applications and Issues

Jay Evick (he/him)
Immigration Specialist, Employment Team

Richard Sherman (he/him)
Assistant Director, Student Team
Agenda

• Scholars / Faculty
  • What OIS provides in J-1 packet
  • 24 hours after SEVIS record is activated – OK to apply for SSN
  • Driver's License – Pitt-sponsored vs. Self-funded
  • J-2 dependents; EIN for self-funded

• F-1 / J-1 Students
  • On-campus employment regulations
  • SSN process
SSN For J-1 Scholars/Professors

• Requirements for Pitt-Funded J-1 scholars:
  • J-1 Scholar Present in United States
  • Completed all items on OIS Checklist, including Scholar Orientation, in order to have SEVIS Record activated by OIS. No exceptions.
  • The SEVIS Record must be active for 24 hours before J-1 scholar can contact SSA.

• Self-sponsored J-1 scholars will not qualify for SSN
  • *However* – if they apply for a PA state driver’s license, the J-1 scholar should apply for SSN, receive rejection letter from SSA, and present this letter to DMV for their license application.
J-2 Dependents and H-1B employees

• J-2 dependents do not typically qualify for SSN;
  • However – if the J-2 dependent has a valid Employment Authorization Document (EAD), they are qualified for SSN.

• H-1B employees
  • No problems for the most part; the H-1B employee should apply for SSN immediately upon arrival to the US.
  • Situations vary based on H-1B applicant type: coming from abroad, former F-1 students, change of status, H-1B change of employers, etc.
  • SSN does not change when switching status (J-1 to H-1B, etc.)
SSN process for F-1 / J-1 students
On-campus employment

Eligibility
- F-1 students can work on-campus (work for Pitt, paid by Pitt) during academic program
  - Look for jobs on Pitt’s Talent Center
  - No special authorization needed
  - Okay if not related to field of study

Hours
- 20 hours per week during Fall and Spring terms
- 20+ hours per week during academic breaks
  - Spring, Winter, Summer Break

Limits
- Student can’t work on-campus after graduation, unless they obtain OPT authorization
F-1 / J-1 Students (Part 1)

1. Student receives job offer & has completed OIS Check-In
2. Student submits “Social Security Number” e-form in My OIS
3. OIS creates SSN letter (paper-based) for student
4. Student brings SSN letter to hiring manager
5. Hiring manager signs SSN letter
**Non-immigrant’s Information**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Roc Panther</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>01/01/1990</td>
</tr>
<tr>
<td>Non-Immigrant Visa Category</td>
<td>F-1</td>
</tr>
</tbody>
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**Identification of Employer - Completed by Hiring Department/Supervisor**

| University of Pittsburgh, On-Campus Location |  |
| Employment Identification Number (EIN)     | 25-0965591           |
| Employer Telephone Number                  |  |
| Position Title                             |  |
| Starting Date of Employment                |  |
| End Date of Employment                     |  |
| Hours per Week                            |  |
| Position Description                       |  |

**Hiring Department/Supervisor (Sign and Date)\(^*\)\; OIS Advisor (Sign and Date)\(^*\)**

**Hiring Department/Supervisor (Printed Name)**

Designated School Official, PHI214F10188000
Alternative Responsible Official, P-1-00048

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**Social Security Letter for F-1 or J-1 On-Campus Employment**

To Whom It May Concern:

Roc Panther is in lawful non-immigrant status at the University of Pittsburgh, and is eligible for employment under the following US immigration regulations:

- F-1 On-Campus Employment: 8 CFR 214.2 (a)(9)(ii)
- J-1 On-Campus Employment: 22 CFR 622 (g)

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Hiring Department/Supervisor (Sign and Date)\(^*\); OIS Advisor (Sign and Date)\(^*\)
F-1 / J-1 Students (Part 2)

1. Hiring manager gives completed SSN letter (paper-based) to student
2. Student prepares application materials
3. Student applies in-person at SS Office (East Liberty; Downtown)
4. Student gets application receipt from SS Office
5. Student receives SSN Card in mail in about 2 to 3 weeks
Thank you!

Questions?