On-Campus employment & Social Security Number

On-campus employment means work performed on the school’s premises or work at an off-campus location which is educationally affiliated with the school, such as the Barnes & Noble bookstore at Rowan. As an F-1 student, you may accept employment with the following conditions:

You must be enrolled full time.
You may work up to 20 hours per week while school is in session.
You may work full time during vacation periods for students. However, you must plan on attending Rowan full time the following semester or at the end of the vacation period.
You are not permitted to work on campus after completing your course of study.

There are two separate types of On-Campus jobs: Institutional Work Study (IWS) and Federal Work Study (FWS). Internationals are only eligible to accept IWS vacancies.

Please visit ICE webpage for On-Campus FAQs

How to Obtain a Social Security Number?

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number.

You may apply for a Social Security Number at the Social Security Office no more than 30 days prior to your employment start date. To obtain a Social Security Number, you must:

   **STEP 1:** Submit to the International Center a copy of the offer letter from your employer listing your name, job title, description of job duties, start and end dates, number of hours/week, location, employer’s name and phone number.

   **STEP 2:** Obtain from the International Center a letter to bring with you to the Social Security Office.

   **STEP 3:** Provide the following to the Social Security Office. All documents must be current (not expired).

   • Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa) with your unexpired foreign passport;
   • I-766 (Employment Authorization Document, EAD, work permit) *If Applicable*
   • I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.
   • Letter from the International Center
   • Your I-20
   • Evidence of that employment, such as a recent pay slip or a letter from your employer
The Social Security Office is located at 830 DELSEA DR NORTH, GLASSBORO, NJ 08028. For office hours call (800) 772-1213.

Note: **If you do not have permission to work:** Lawfully admitted noncitizens can get many benefits and services without a Social Security number. You do not need a number to conduct business with a bank, register for school, apply for educational tests, obtain private health insurance, apply for school lunch programs or apply for subsidized housing. You cannot get a Social Security number for the sole purpose of obtaining a driver’s license.

**THIS INFORMATION IS DERIVED FROM THE OFFICIAL SOCIAL SECURITY WEBSITE:** [Learn What Documents You Need To Get A Social Security Card](https://www.socialsecurity.gov/)


**Government benefits or services:** If you do not have permission to work, you may apply for a Social Security number only if:

- A federal law requires you to provide your Social Security number to get a particular benefit or service; or
- A state or local law requires you to provide your Social Security number to get general assistance benefits for which you already have qualified.

If you need a number to meet these state or local requirements, you must bring a letter from the government agency. It must be on letterhead stationery (no form letters or photocopies) and:

- Specifically identify you as the applicant;
- Cite the law requiring you to have a Social Security number;
- Indicate that you meet all the agency’s requirements, except having the number; and
- Contain an agency contact name and telephone number.

**Taxes:** If you need a number for tax purposes and you are not authorized to work in the United States, you can apply for an Individual Taxpayer Identification Number from the Internal Revenue Service (IRS). Visit IRS in person or call the IRS toll-free number, 1-800-TAXFORM (1-800-829-3676), and request Form W-7 (Application for IRS Individual Taxpayer Identification Number).

If you are assigned a number for non-work purposes, you cannot use it to work. If you use it to work, SSO will inform DHS.

You must present your foreign birth certificate if you have it or can get it within 10 days. If not, SSO will consider other documents such as your passport or a document issued by DHS as evidence of your age.

Anyone age 12 or older requesting an original Social Security number MUST be interviewed by Social Security. SSO will ask for evidence to show you do not have a Social Security number. If you lived outside the United States for an extended period, a current or previous passport, school and/or employment records, and any other record that would show long-term residence outside the United States could be used to show you do not have a Social Security number.

Social Security will ask to see a current DHS document. Acceptable documents include:

- I-551 Permanent Resident Card;
- I-94 Arrival/Departure Record with unexpired foreign passport or admission stamp in the foreign passport; or
- I-766 Employment Authorization Document, (EAD, work permit) from DHS.

SSO may use one document for two purposes. For example, they may use a DHS work permit as proof of both immigration status and identity. However, you must provide at least two separate documents.
There’s a wealth of information available on [www.socialsecurity.gov](http://www.socialsecurity.gov). For example, starting at the website, [www.socialsecurity.gov](http://www.socialsecurity.gov), click on the *Numbers & Cards* link at the top left hand corner and select the *New or Replacement Social Security Number and Card* link. This will take you to the special page dedicated to the Social Security Number. Scroll down to *How to Get a New, Replacement or Corrected Card*, and select 1, *Learn what documents you need*, which shows the list conditional documents required for a new, replacement or corrected Social Security Number card. Select Adult, under *Who is the Card for*, and the page will show the list of documents and proofs the applicant must present with their application. Next, select Replacement under *Type of Card*, and the display transitions to information needed to apply for a replacement Social Security Number card for an adult. Finally, select Noncitizen under *Citizenship of the person the card is for*, and the information revealed is relevant to a Replacement Card for a Noncitizen Adult.