



## **FREQUENTLY ASKED QUESTIONS**

### **I am a Foreign Student at Atlantic Cape and I want a Social Security Number**

#### **Q: Do I need a Social Security Number (SSN)?**

**A:** No, although schools use the SSN as a student identifier when the student has one. A school policy to enroll in school or college is not a valid non-work reason to assign an SSN to an individual who does not otherwise meet the Social Security Administration's requirements for an SSN. F-1 students are not meant to work while on F-1 status.

#### **Q: How do I apply for a Social Security Number if I get a job on campus?**

**A:**

1. Call or visit the local Social Security Administration office at **1350 Doughty Road, Egg Harbor Township, NJ 08234** or **1046 Route 47 South, Rio Grande, NJ 08242**; Phone: 1-800-772-1213; Office hours are Monday – Friday 9-4 pm

2. Complete an Application for a Social Security Card (Form SS-5)

3. Provide original documents showing your age, identity and lawful noncitizen status including Department of Homeland Security permission to work in the US:

- Valid Passport
- Current and valid I-20
- Valid I-94 (white card stapled in your passport)
- Letter from hiring supervisor at Atlantic Cape explaining the nature and details of your employment
- Letter from Atlantic Cape Designated School Official

4. Provide copy of I-20 and have letter sent from DSO explaining nature of work on campus.

#### **Q: May I apply for a Social Security number if I do not have permission to work?**

**A:** Yes, if:

1. If a federal law requires that you show your Social Security number to get a particular benefit or service

OR

2. If a state or local law requires you to show your Social Security number to get general assistance benefits.

**\*Applying for a driver's license is not a valid reason for needing a Social Security Number\***

To obtain a Social Security Number to meet a state or local government requirement, you must provide a letter, on letterhead stationery (no form letters or photocopies), from the government agency requiring you to get a number.

**The letter must:**

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

If you are assigned a number for non-work purposes, you cannot use it to work. If you use it to work, DHS will be informed. You will receive your number and card as soon as your immigration status is confirmed with DHS. Your employer can use your immigration documents as proof of your authorization to work in the U.S.

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**Q: Are wages earned by a foreign student taxable for Social Security purposes?**

**A:** If a student has an F-1, J-1, or M-1 Visa and is not working on campus or by special arrangement with the school, the wages are generally taxable for Social Security purposes. You may want to access the Internal Revenue Services' (IRS) publications 515 and 519 for details about employment taxes payable on the earnings of aliens. These publications are available on the Internet at: [www.irs.gov/formspubs/](http://www.irs.gov/formspubs/)

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**Q: Where can I get the application for a SSN?**

**A:** Form SS-5 can be obtained online at [www.ssa.gov/online/ss-5.html](http://www.ssa.gov/online/ss-5.html). It is a 5-page document; follow the directions on page 1. Then, visit the Social Security Administration office nearest you with the application and above mentioned items:

**1350 Doughty Road, Egg Harbor Township, NJ 08234**  
**OR**  
**1046 Route 47 South, Rio Grande, NJ 08242**

Make sure to call ahead to confirm that the service you need is provided (1-800-772-1213)