

F-1 STUDENT EMPLOYMENT AND SOCIAL SECURITY NUMBERS

F-1 Employment and Social Security Numbers

This PowerPoint addresses:

- What is a Social Security Number?
- Eligibility for a Social Security Number
- Working on-campus as an F-1 visa student
- Working off-campus as an F-1 visa student
- Working off-campus due to financial hardship
- Applying for a Social Security Number
- The West L.A. Social Security Office – the Social Security Office nearest to Santa Monica College
 - ▣ What is the contact information for the West L.A. location?
 - ▣ What are their office hours?
 - ▣ Driving/Public transportation directions

What is a Social Security Number?



A Social Security Number (SSN) is required for everyone who works in the U.S. including citizens, permanent residents, and non-residents. Only individuals authorized to work in the U.S. will be issued a Social Security Number. The purpose of a SSN is to track your earnings for tax reasons and Social Security benefits. It is not a work permit and cannot be used for ID purposes.

Who is Eligible for a Social Security Number?

- Social security numbers are only issued to:
 - ▣ U.S. citizens
 - ▣ Permanent U.S. residents
 - ▣ Non-residents who have a valid job offer and/or are eligible for legal employment



Who is Eligible for a Social Security Number?



* F-2 dependents are not eligible for Social Security Numbers.

* For more information about international students and social security numbers, visit the Social Security Government website: <http://www.socialsecurity.gov/pubs/10181.html>

On-Campus Employment



As an F-1 academic international student, you may work part-time on campus as a student assistant/student helper. F-1 students are not eligible for Federal Work Study (FWS); therefore, they can not apply for Federal Work Study positions.

There are a limited number of jobs on campus. You must be at full-time status and taking academic classes (enrolled in at least 12 units every fall and spring semester).

* F-1 Intensive English Program (IEP) students are not eligible to work.

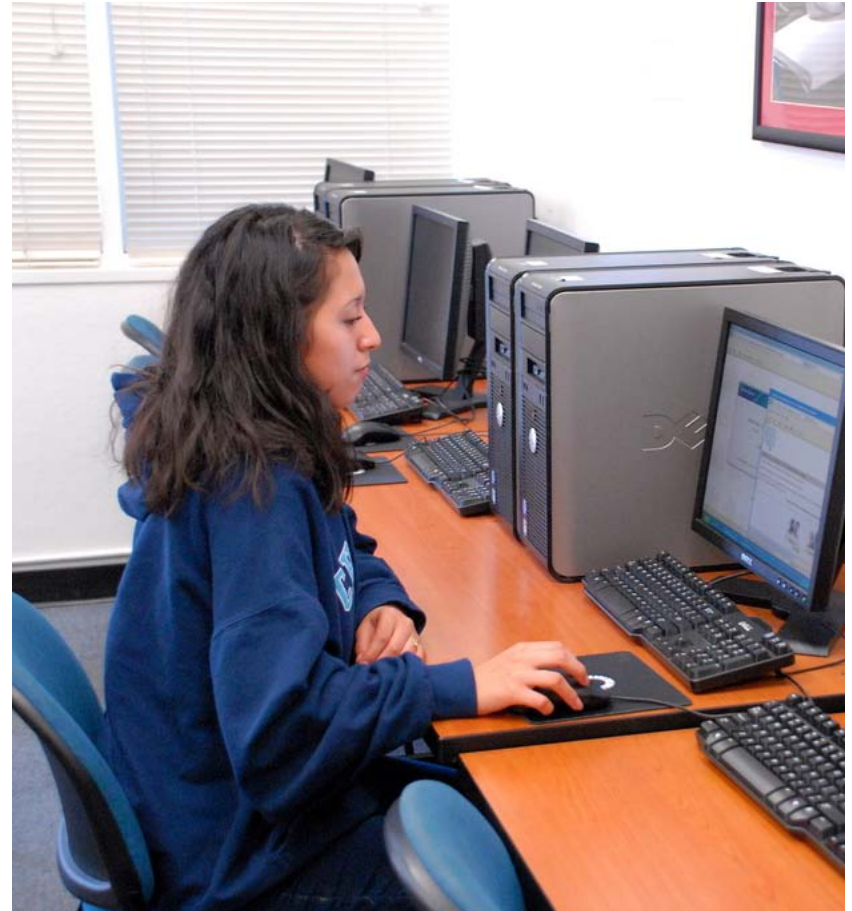
On-Campus Employment

The money earned from a part-time job on campus should not be considered a major source of your funding for your tuition and living expenses. Remember, one of your admission requirements was to submit a financial statement showing that you have sufficient funds for your tuition and living expenses per year.



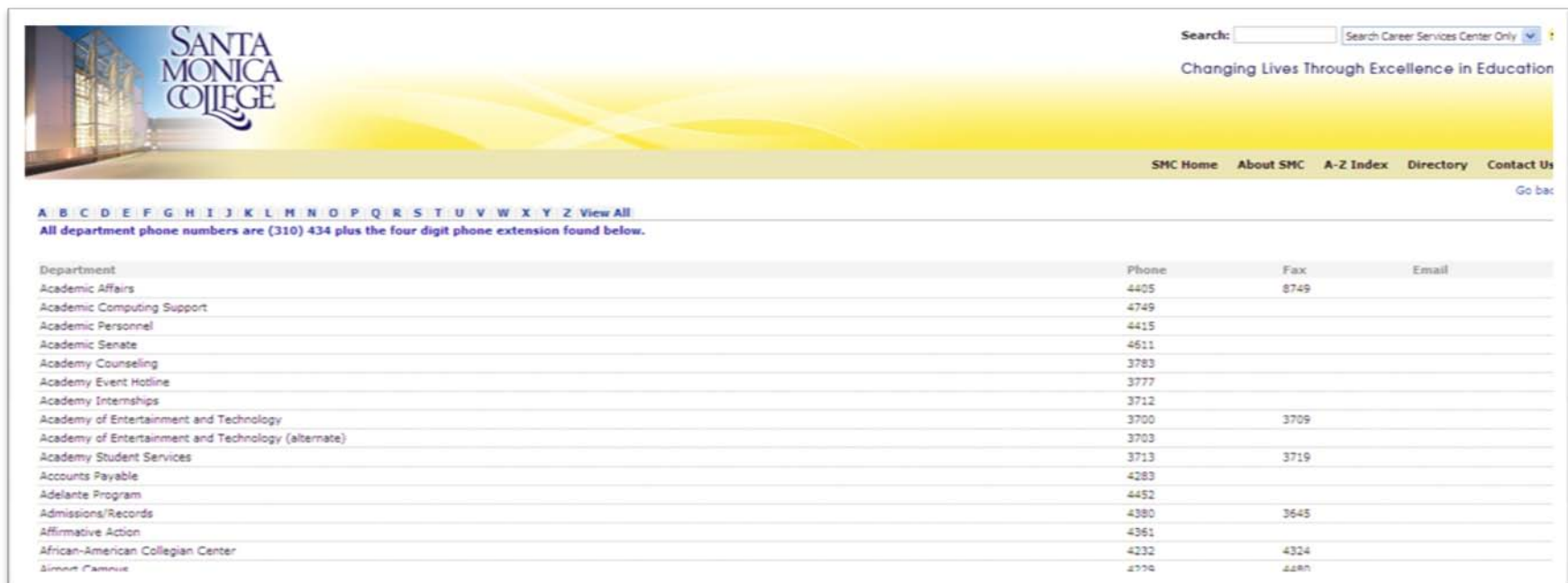
Finding On-Campus Employment

The best place to find a comprehensive list of on-campus student assistant/helper opportunities is to look under “job listing” on the SMC Career Services Center student employment website: www.smc.edu/careercenter.



Finding On-Campus Employment

Another way to find a job is to search for unadvertised student help openings. One of the best ways to find on-campus employment is to search for offices/departments in which you are interested and approach them to see if they hire student helpers. For a list of SMC departments, visit the [SMC Online Directory](#).



SANTA MONICA COLLEGE

Search: Search Career Services Center Only

Changing Lives Through Excellence in Education

[SMC Home](#) [About SMC](#) [A-Z Index](#) [Directory](#) [Contact Us](#)

[Go back](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [View All](#)

All department phone numbers are (310) 434 plus the four digit phone extension found below.

Department	Phone	Fax	Email
Academic Affairs	4405	8749	
Academic Computing Support	4749		
Academic Personnel	4415		
Academic Senate	4511		
Academy Counseling	3783		
Academy Event Hotline	3777		
Academy Internships	3712		
Academy of Entertainment and Technology	3700	3709	
Academy of Entertainment and Technology (alternate)	3703		
Academy Student Services	3713	3719	
Accounts Payable	4283		
Adelante Program	4452		
Admissions/Records	4380	3645	
Affirmative Action	4361		
African-American Collegian Center	4232	4324	
Simon Campus	4774	4488	

On-Campus Employment Job Offer

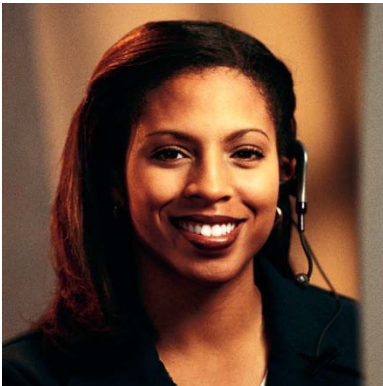
Instructions to follow if you were offered an on-campus job

1. Bring your SMC Student Employment Application and Contract and IEC Employment Verification Forms to the International Education Center (IEC). These forms will be available from the department to which you are applying for a job.
2. Request a Social Security Letter from IEC for you to bring to the Social Security Office. Please allow 5 business days during non peak times and at least 10 days during peak times.
3. Complete the Application for a Social Security Card – Form SS-5. This form is available on the U.S. Social Security Administration website: www.ssa.gov/pubs/10181.html.

Off-Campus Employment

Students who have completed at least two consecutive full-time academic semesters (not including IEP enrollment) may be eligible for Curricular Practical Training (CPT), Optional Practical Training (OPT), or off-campus employment for financial hardship (work permit).

To see if you are eligible and/or to apply for off-campus employment, please visit IEC and ask to schedule an appointment with an immigration specialist.



Interested in CPT?

Seven Steps to Receive Authorization for CPT

1. Schedule an appointment with the immigration specialist in IEC to discuss CPT eligibility
2. Receive a Letter of Eligibility from the Immigration Specialist in IEC
3. Take the letter to the Career Services Center
4. Find an internship
5. Attend an internship orientation sponsored by Career Services Center
6. Complete the required forms
7. Make an appointment with the immigration specialist in IEC to receive CPT authorization and CPT I-20

Curricular Practical Training - Job Offer

Instructions to follow after receiving authorization for CPT

1. Complete the Application for a Social Security Card – Form SS-5. This form is available on the U.S. Social Security Administration website: www.ssa.gov/pubs/10181.html.
2. Bring the following documents to the Social Security Office
 - ▣ Valid Passport
 - ▣ F-1 Visa
 - ▣ I-94,
 - ▣ CPT I-20 form with the *employment page completed and signed by the immigration specialist at IEC*
 - ▣ Completed Form SS-5

*** No photocopies of immigration documents will be accepted).**

Interested in OPT?

Seven Steps to Receive Authorization for OPT

1. Complete Section One of the [OPT Request Form](#) and take the form to International Education – Counseling. An International Academic Counselor must complete and sign Section Two.
2. Prepare your [OPT Application Packet](#)
3. Schedule an OPT appointment with the immigration specialist in IEC to receive authorization for OPT.
4. Bring your [OPT Request Form](#) and OPT [Application Packet](#) to your appointment with the immigration specialist in IEC.
5. Receive OPT authorization and OPT I-20
6. Mail completed OPT Application Packet to USCIS
7. Wait 60-90 days to receive Employment Authorization Document (EAD) card

Optional Practical Training - Job Offer

Instructions to follow after receiving authorization for OPT

1. Complete the Application for a Social Security Card – Form SS-5. This form is available on the U.S. Social Security Administration website: www.ssa.gov/pubs/10181.html.
2. Bring the following documents to the Social Security Office
 - ▣ Valid Passport
 - ▣ F-1 Visa
 - ▣ I-94,
 - ▣ Employment Authorization Document (EAD) card
 - ▣ OPT I-20 form with the employment page completed and signed by the immigration specialist at IEC
 - ▣ Completed Form SS-5

*** No photocopies of immigration documents will be accepted).**

Off-campus Employment for Economic Hardship

If you are an F-1 student who is experiencing unforeseen financial hardship while studying in the U.S., under certain conditions, you may receive authorization to work off-campus. Work permits based on financial hardship allow students to work part-time during the semesters, or full-time during the breaks, at any kind of job.



* The job does not need to be related to the student's major. These work permits are granted for one year at a time, and are renewable.

Eligibility for Off-campus Employment for Economic Hardship

Students who are interested in working off-campus due to economic hardship must have completed at least one calendar year at Santa Monica College, including at least two full-time consecutive academic semesters. You must be enrolled full-time, and you must prove that you have financial hardship. You must also be capable of maintaining your full-time F-1 status while working off-campus due to economic hardship.

*** To prove your financial hardship, you must show that something has changed in your financial situation since you began your studies at SMC.**

Applying for Off-campus Employment for Economic Hardship

Fives Steps to Receive Authorization for Off-Campus Employment for Economic Hardship

1. Schedule an appointment with the immigration specialist in IEC to discuss off-campus employment for economic hardship and eligibility
2. Write a letter explaining your hardship
3. Provide supporting documentation that show your economic hardship was unexpected and beyond your control
4. Mail application materials and fee to USCIS
5. Wait 60-90 days to receive Employment Authorization Document (EAD) card

West L.A. Social Security Office

The nearest Social Security office to the Santa Monica College campus is the West Los Angeles Location. The address is:

11500 West Olympic Blvd.
Suite 300
Los Angeles, CA 90064
(800) 772-1213



* The office is located in the City National Bank Building on Olympic and Colby Ave., West of the 405 Freeway on the 3rd Floor.

West L.A. Social Security Office

Office Hours*

Monday	9:00 a.m. to 4:00 p.m.
Tuesday	9:00 a.m. to 4:00 p.m.
Wednesday	9:00 a.m. to 4:00 p.m.
Thursday	9:00 a.m. to 4:00 p.m.
Friday	9:00 a.m. to 4:00 p.m.



* This Social Security office is closed on weekends and federal holidays. To find out which holidays this Social Security Office will be closed, visit the U.S. Social Security Administration website:

<https://secure.ssa.gov/apps6z/FOLO/Controller>

West L.A. Social Security Office

Driving directions from SMC to the West L.A. Social Security Office

- Head northeast on Pico Boulevard. toward 19th Street (0.1 miles)
- Turn Left at 20th Street (0.5 miles)
- Turn Right at Olympic Boulevard – Destination will be on the right (2.0 miles)



West L.A. Social Security Office

Public Transportation to the West L.A. Social Security Office

- ❑ Santa Monica Big Blue Bus Line 7 from SMC Campus
- ❑ Santa Monica Big Blue Bus Line 4
- ❑ Santa Monica Big Blue Bus Line 5
- ❑ For more information on how to ride the Santa Monica Big Blue Bus, visit <http://www.bigbluebus.com/home/ride-free.html>
- ❑ For L.A. Metro transit riders, visit <http://www.metro.net/>
- ❑ For Culver City transit riders, visit <http://www.culvercity.org/Government/Transportation/bus.aspx>



Ride Big Blue Bus for FREE!