

## SOCIAL SECURITY NUMBER PROCEDURES FOR THOSE IN F-1 OR J-1 STATUS

The U.S. Social Security Administration is a federal agency that issues Social Security Numbers (SSN) to U.S. citizens, permanent residents, and non-immigrants who qualify on the basis of lawful status and legal employment. It is used by employers and employees for tax reporting purposes and you must apply for or have an SSN to be paid by Columbia University.

**When applying, be sure to ask for a receipt.** The receipt may be needed in order to be added to the Columbia University payroll before the actual Social Security card and number are received.

To apply for an SSN, you may go to any Social Security Administration (SSA) office, unless you live in Brooklyn or Queens. Additional SSA addresses can be found online at [www.ssa.gov](http://www.ssa.gov)

237 West 48th Street, 5 <sup>th</sup> floor between 8th Avenue and Broadway ----- 55 West 125 <sup>th</sup> Street between Lenox and 5 <sup>th</sup> Avenues ----- 9:00 am – 3:30 p.m. tel: 1-800-772-1213	<b>ALL RESIDENTS OF BROOKLYN          MUST APPLY AT:</b>  Brooklyn Social Security Card Center 625 Fulton Street, 6 <sup>th</sup> Floor Brooklyn, NY 11201 Monday to Friday, 7 a.m. - 4:00 p.m. Thursday, 7a.m.- 6:30 p.m.	<b>ALL RESIDENTS OF QUEENS MUST          APPLY AT:</b>  Queens Social Security Card Center 155-10 Jamaica Avenue, 2 <sup>nd</sup> Floor Jamaica, NY 11432 Monday to Friday, 7 a.m. - 4:00 p.m. Wednesday, 7a.m.- 6:30 p.m.
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If you are in **F-1 or J-1 student status**, you may apply for an SSN up to 30 days in advance of the start date of the on-campus employment. You must take to following to the SSA office:

- your passport
- the I-94 departure card (small white card often stapled into the passport)
- form I-20 (if you are in F-1 status) or form DS-2019 (if you are in J-1 status)
- a completed verification form if you are in F-1 status  
[http://www.columbia.edu/cu/isso/visa/F-1/Social\\_Security\\_Verification\\_Form.pdf](http://www.columbia.edu/cu/isso/visa/F-1/Social_Security_Verification_Form.pdf)

Note the Social Security Agency will not accept a form unless printed on the hiring department's letterhead with original signatures. A letter from your hiring department containing all the information as that listed on the form is also acceptable. The F-1 student must bring the completed and signed form on departmental letterhead, or comparable letter from the hiring department, to the ISSO to be signed again by an ISSO staff member. This ISSO signature, required by the SSA, verifies the student's eligibility to work on-campus.

If you are a **J-1 researcher or professor**, you may apply for a Social Security number only if you will be receiving a salary from Columbia University. If you are to be paid by Columbia University, take:

- your passport
- the I-94 departure card (small white card often stapled into the passport)
- your DS-2019
- a letter from your department stating that you are employed.

If you are applying on the basis of **F-1 Authorized Curricular Practical Training**

Curricular Practical Training (CPT) authorization is reflected on the employment page of SEVIS Form I-20. F-1 students who apply for an SSN on the basis of CPT must present to SSA their Form I-20, properly endorsed by their DSO for Curricular Practical Training. A separate DSO letter, pay stub, or other verification of employment is NOT needed to establish CPT work authorization. You are eligible to apply for an SSN on or after the start date of the CPT.

If you are applying on the basis of **F-1 Authorized Optional Practical Training (OPT) or off-campus employment**

F-1 students who apply for an SSN on the basis of OPT or off-campus employment must present their EAD card, I-20 and I-94 card to SSA. You are eligible to apply for an SSN on or after the effective date of authorized employment indicated on the EAD card.

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK  
INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

**PROCEDURES TO FOLLOW ONCE YOU RECEIVE YOUR SOCIAL SECURITY CARD**

It will be approximately three weeks before you receive your Social Security Card in the mail from the Social Security Administration. When you receive your Number, you take the following steps to ensure uninterrupted access to facilities and services currently authorized. After you have done so, **you are advised not to carry the Social Security card with you**, but memorize the number or make a note of it elsewhere.

1. If you are a student, take your current Columbia ID card and your Social Security Card to the Student Services Center in 205 Kent Hall (Morningside) or Student Financial and Information Services, 1-141 Black Building (CUMC) to change your University Student Information System record.
2. Students in University Apartment Housing or on a wait list for housing through the Institutional Real Estate Office must visit the Office at 400 West 119th Street to notify the Office of the Social Security Number.
3. Notify your hiring department of your Social Security Number.
4. Notify your bank or financial institution of your Social Security Number. Your bank will probably require completion of a form to make the change on your account.

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**OTHER NEW HIRE EMPLOYMENT FORMS**

While the staff of the International Students and Scholars Office (ISSO) is neither qualified nor permitted to answer individual questions regarding tax liabilities and new hire forms, an overview of these forms which you will receive from your hiring department is listed below to assist you.

**W-4 Form** – This form relates to taxes withheld from each paycheck and must be completed by all employees, even those from countries having a tax treaty with the U.S. A guide to assist international employees in completing this form can be found at [http://www.columbia.edu/cu/isso/tax/W4\\_instruct.html](http://www.columbia.edu/cu/isso/tax/W4_instruct.html)

**IT-2104 or IT-2104-E** – This form relates to New York State and New York City tax withholding. You must read the instructions to determine if you qualify for an exemption (form IT-2104 –E) or not ( form IT-2104)

**Tax Treaty Information** – Currently the U.S. has tax treaties or agreements with 58 countries and territories under which their citizens may be exempt from all or part of U.S. income tax. To see if your country is among these and how a treaty may affect your tax status, see IRS publication #901 U.S. Tax Treaties (<http://www.irs.gov/publications/p901/index.html>). Your hiring department will have you complete Federal Form 8233 (<http://www.irs.gov/pub/irs-pdf/f8233.pdf>) with instructions at (<http://www.irs.gov/instructions/i8233/ch02.html>) to claim a tax treaty, if applicable.

Questions regarding Tax Treaty eligibility can be directed to Carlos Lira-Coppo in the Office of the Controller at [CIL1@columbia.edu](mailto:CIL1@columbia.edu), or (212) 851-2849

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